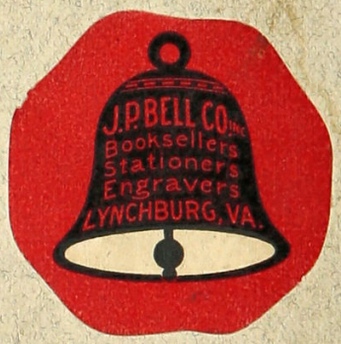
Stationers Goods *and* Filing Cabinet Supplies



Catalog No. 622

The Globe-Wernicke Co.

CINCINNATI

CATALOGUE OF

STATIONERS' GOODS

AND

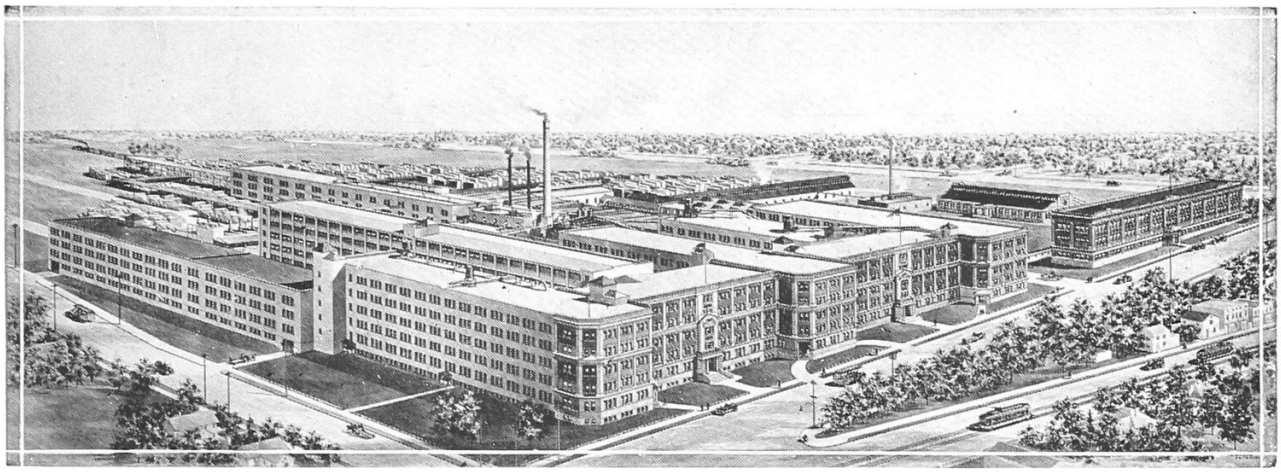
FILING CABINET SUPPLIES

No. 622

Here is the Coat-of-Arms of the ancient Stationers' Guild, established in London in 1556. The Guild was the first Stationers' Association and the Coat-of-Arms was conferred by Royal Grant.

The Globe-Wernicke Co.
CINCINNATI

Printed by
The Globe-Wernicke Co.
Department G.
Cincinnati



Ground Area
15 Acres

FACTORY OF THE GLOBE-WERNICKE COMPANY

Floor Area
35 Acres

THE LARGEST PLANT OF ITS KIND IN THE WORLD

Ample factory facilities mean more than the mere prestige of Bigness.

The ability to secure the patronage of those depending on Service, as well as Quality and Reasonable Prices, is the most important factor in building up the reputation of the Dealer.

The retailer whose experience has not assured him that the manufacturer is capable of handling business on a large scale, lacks the necessary confidence in dealing with his own customers.

If he can not command the trade of the larger consumer in his community, he naturally does not enjoy the lucrative business that he would if he represented firms having ample capital and facilities to promptly supply his needs.

The agent for The Globe-Wernicke Co. regards our factory in the same light as his insurance policy—a guaranty against possible loss arising from vexatious delays which jeopardize his opportunities for developing a profitable business.

The resources of this factory are so enormous that we are accustomed to handling carload or trainload orders with equal facility, so that prompt shipments are the rule and not the exception.

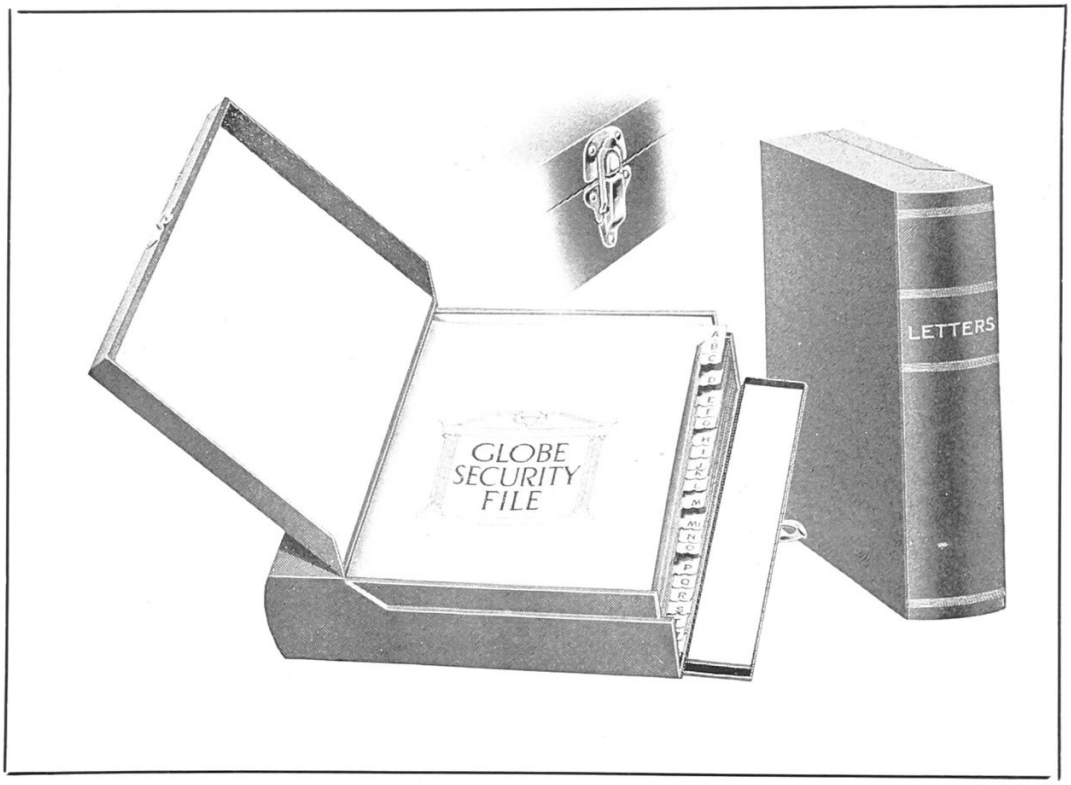
Any deviation from stock styles or sizes shall be subject to extra charge and all such and other special work is not subject to cancellation.

Although we endeavor to manufacture the exact quantity of special goods ordered, it is sometimes impossible to do this and therefore any shortage or excess in count varying not more than 10% of the quantity must be accepted by the purchaser.

THE SECURITY FILE

No. 30

Patented Oct. 6, 1903.



A high grade dust-proof Box File. Constructed of the best material throughout, being covered with a black leatherette—back printed in gold. The index leaves are made of Nearleather (tough red rope) stock, index tabs of cloth. Brass finished Suit Case Lock.

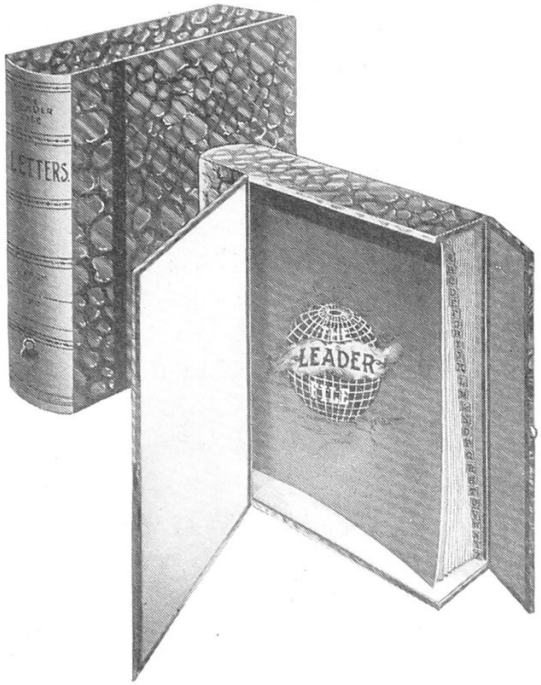
This file is built to meet the demand for a private file to hold all personal papers and correspondence. Made with alphabetical index only—twenty-four leaves. Made up with dealer's imprint on index cover only, at no additional cost in one-half gross lots.

No. 30, Letter size, 10⅞x11⅝x2¾ inches inside, Marked "Letters"

Packed one dozen to a carton

Shipping weight, 360 pounds per gross.

SEE PRICE LIST



THE LEADER FILE

Patented Oct. 6, 1903

Constructed of seasoned wood and heavy tarboard. Covered with blue marbled paper and imitation leather back. Index is of strong manila, with projecting tabs of cloth. Each sheet is reinforced and fastened in the file with two index pins. Leather pull on back.

No feature has been omitted to make the file live up to its name. Made with 24 leaf Alphabetical or Monthly Index (December to January).

No. 1, Letter size, 10⅞x11⅝x2¾ inches inside, Marked "Letters".
No. 1-C, Cap " 10⅞x14½x2¾ " " Marked "Invoices"

Packed one dozen to a carton.

Shipping weight, Letter 360 pounds per gross.
" " Cap 435 pounds per gross.

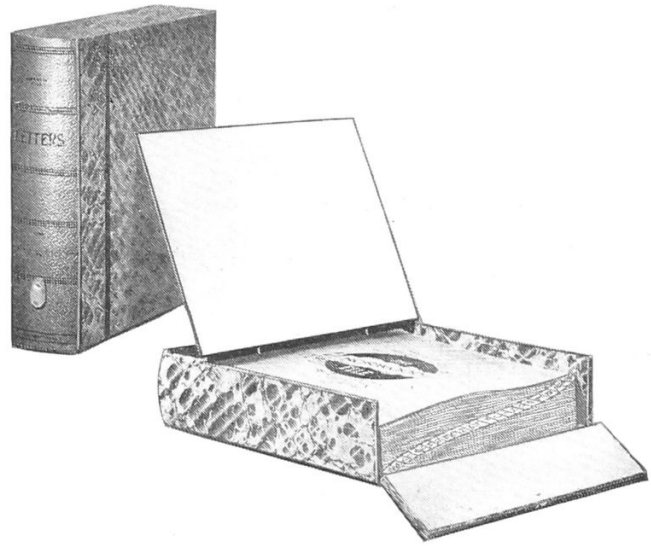
THE NORWOOD FILE

Patented Oct. 6, 1903

In grade this file is next to the LEADER. Constructed of seasoned wood and heavy tarboard. Covered with blue marbled paper and imitation leather back. Strong manila index, with projecting tagboard tabs, held in place by two index pins. Leather pull on back.

On orders for one gross or more of one size it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Made with 24 leaf alphabetical index only.

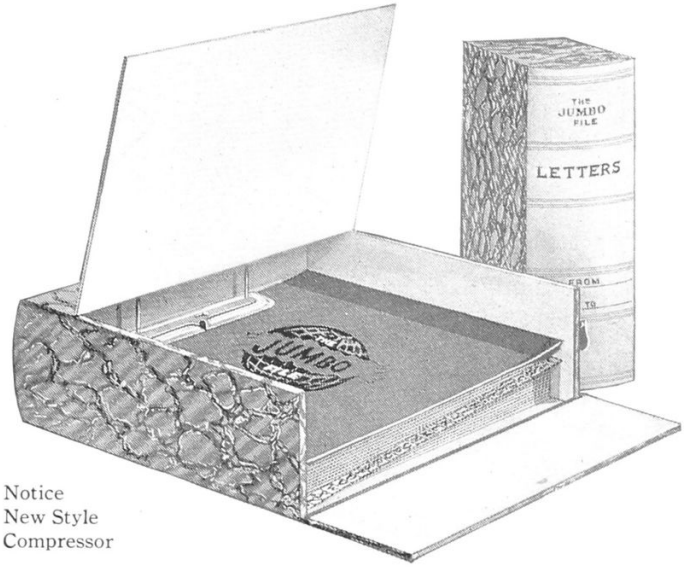


No. 29, Letter size, 10⅞x11⅝x2¾ inches inside, Marked "Letters"
No. 29-C, Cap " 10⅞x14½x2¾ " " Marked "Invoices"

Packed one dozen to a carton.

Shipping weight, Letter 335 pounds per gross.
" " Cap 420 pounds per gross.

SEE PRICE LIST



Notice
New Style
Compressor

THE JUMBO FILE

Patented Oct. 6, 1903

Designed for filing pamphlets, circulars and bulky correspondence. Same style as the LEADER, but has double capacity. Made of heavier binders' board and heavier wood parts than other files. Furnished with 24 leaf alphabetical or monthly index (December to January.)

Equipped with new style metal compressor which firmly holds contents in place and prevents slipping of papers when file is stood on end.

No. 21, Letter size, 10⅞x11⅝x4¾ inches inside, Marked "Letters"
No. 21-C, Cap " 10⅞x14½x4¾ " " " "Invoices"

Packed one-half dozen to a carton.

Shipping weight, Letter 520 pounds per gross.
" " Cap 600 pounds per gross.

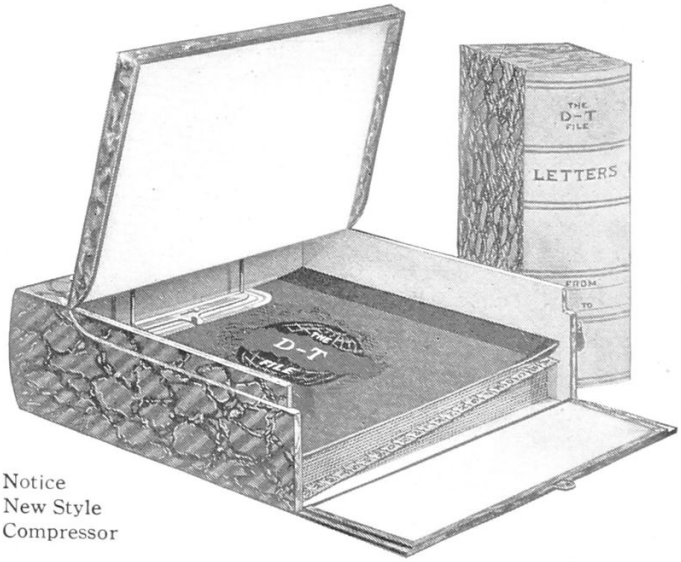
THE D. T. FILE

Patented Oct. 6, 1903

Has same capacity as the JUMBO FILE. Is made with flanged lid, and is absolutely dustproof. Top, bottom, back and drop lid of wood, sides of heavy binders' board. Covered with red marbled paper and imitation leather back. The fastenings and all parts are substantial and well finished. Index is of strong manila, with projecting cloth tabs. Each sheet is reinforced and held in place by two index pins. Equipped with new style metal compressor which firmly holds contents in place and prevents slipping of papers when file is stood on end. Leather pull on back.

Furnished with 24 leaf alphabetical, monthly or daily index.

On orders for one-half gross or more of one size, it will be made under some other name if so desired, and with dealer's imprint at no additional cost.



Notice
New Style
Compressor

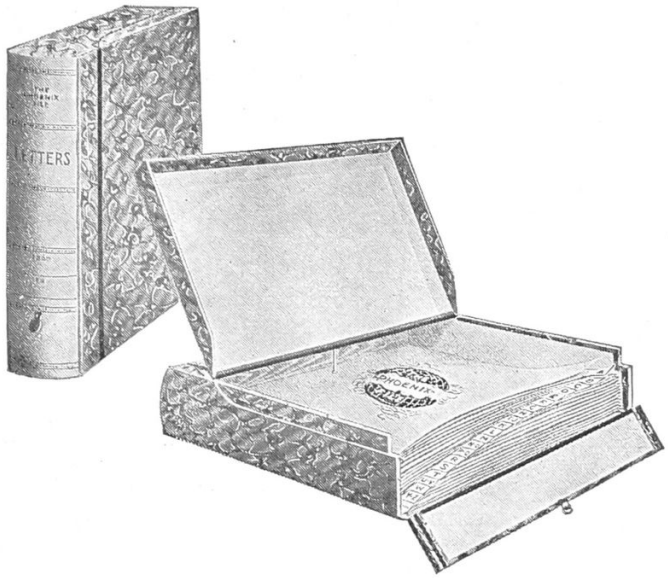
The D-T File also carried in stock equipped with Suitcase Locks.

No. 22 Letter size, 10⅞x11⅝x4¾ in. inside, Marked "Letters"
No. 22 S. L. " " " " " " " " With Suitcase Locks
No. 22-C Cap " 10⅞x14½x4¾, " " Marked "Invoices"
No. 22-C S. L. " " " " " " " " With Suitcase Locks

Packed one-half dozen to a carton.

Shipping weight, Letter, 520 pounds per gross.
" " Cap 600 pounds per gross.

SEE PRICE LIST



THE PHOENIX FILE

Patented Oct. 6, 1903

Is made with a flanged lid, and is absolutely dust-proof. Top, bottom, back and drop lid of wood: sides of heavy binders' board. It has an imitation leather back, and is covered with red marbled paper. The fastenings and all the parts are substantial and well finished. The index is of strong manila. Tabs are projecting and of best colored tagboard. Leather pull on back.

On orders for one gross or more of one size, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Furnished with 21 leaf alphabetical index.

No. 4, 1-Post Letter size, 10⅞x11⅝x2¾ inches inside Marked "Letters"
No. 4-C, 1- " Cap " 10⅞x14½x2¾ " " " "Invoices"

Packed one dozen to a carton.

Shipping weight, Letter 335 pounds per gross.
" " Cap 405 pounds per gross.

THE PYRAMID FILE

Patented Oct. 6, 1903

Same as the PHOENIX except that it has two posts for the index instead of one.

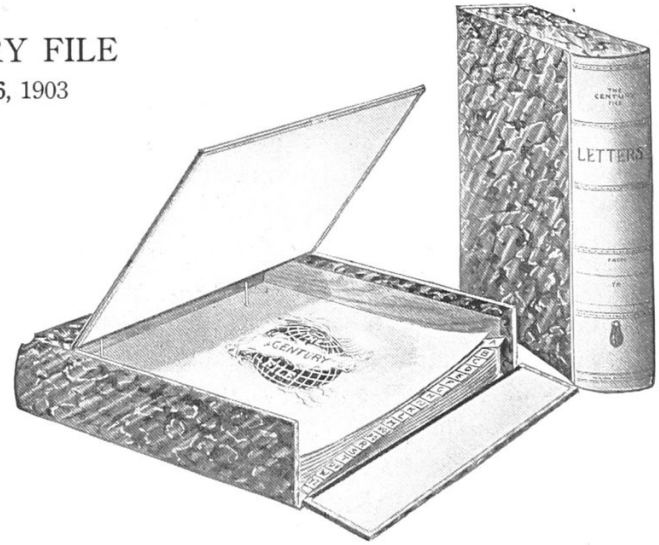
On orders for one gross or more of one size, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Furnished with 21 leaf alphabetical index.

No. 6, 2 Posts, Letter Size, 10⅞x11⅝x2¾ inches inside Marked "Letters"

THE CENTURY FILE

Patented Oct. 6, 1903



Seasoned wood top, bottom, back and drop lid. Heavy binders' board sides. Covered with red marbled paper, and imitation leather back. Fitted with a strong, serviceable lock. Guaranteed to give satisfaction. Strong manila index with projecting tag-board tabs held in place by *two* index pins. Leather pull on back.

On orders for one gross or more, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Furnished with 21 leaf alphabetical, monthly index (December to January) or daily index.

No. 5, Letter size, 10⅞x11⅝x2¾ inches inside, . Marked "Letters"
No. 5-C, Cap " 10⅞x14½x2¾ " " . Marked "Invoices"

Packed one dozen to a carton.

Shipping weight, Letter 335 pounds per gross.
" " Cap 420 pounds per gross.

SEE PRICE LIST

THE EUREKA FILE

No. 7

Patented Oct. 6, 1903

Next in grade to the CENTURY. Constructed of seasoned wood and heavy binders' board. Covered with red marbled paper, and imitation leather back. Strong manila index with projecting tag-board tabs, held in place by *one* index pin.

Leather pull on back.

On orders for one gross or more, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Furnished with 21 leaf alphabetical index.

No. 7, Letter size, 10⅞x11⅝x2¾ inches inside, Marked "Letters"

Packed one dozen to a carton.

Shipping weight, 325 pounds per gross.

THE VICTOR FILE

No. 9

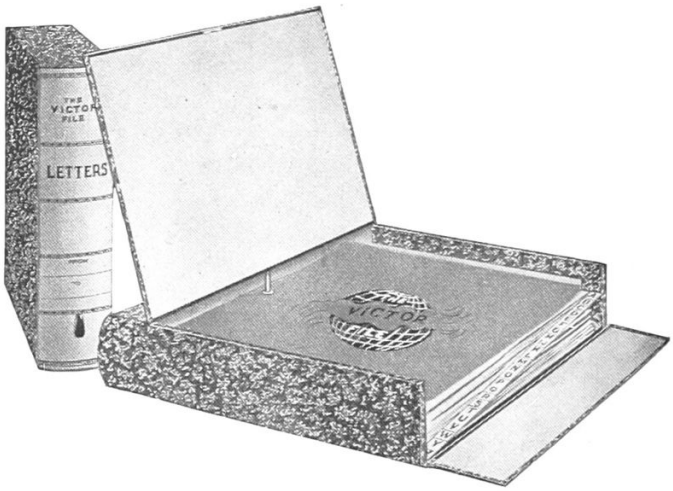
Patented Oct. 6, 1903

Is constructed of seasoned wood and heavy tarboard, covered with green marbled paper, and imitation leather back. Index tabs are projecting and of best quality manila tag board.

Leather pull on back.

On orders for one gross or more, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Furnished with 16 leaf alphabetical index.

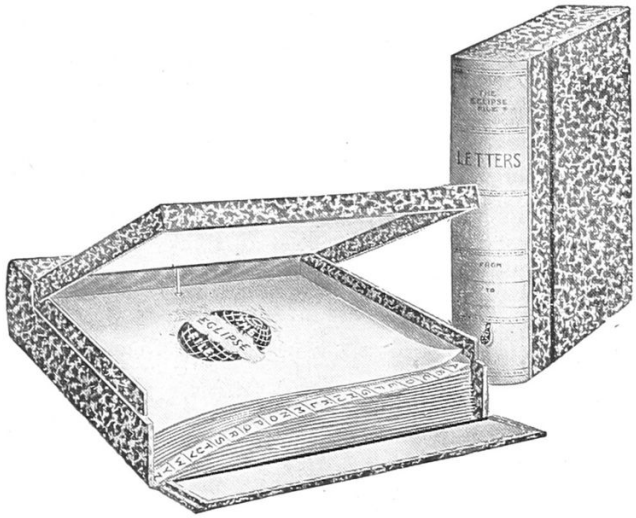


No. 9, Letter size, 10⅞x11⅝x2¾ inches inside, Marked "Letters"

Packed one dozen to a carton.

Shipping weight, 325 pounds per gross.

SEE PRICE LIST



THE ECLIPSE FILE

Patented Oct. 6, 1903

Made with a flanged lid, and absolutely dust-proof. Covered with green marbled paper. The best low-priced, perfectly dust-proof file on the market. Index is held in place by one index pin, and the projecting tabs are of the best quality manila tagboard. Leather pull on back,

On orders for one gross or more, it will be made under some other name if so desired, and with dealer's imprint at no additional cost.

No.								
8,	16 Leaf Alphabetical Index,	Letter	size,	10⅞x11⅝x2¾	in. inside,	Marked	"Letters"
8-C,	16 "	"	"	Cap "	10⅞x14½x2¾	" "	" "Invoices"
10,	21 "	"	"	Letter "	10⅞x11⅝x2¾	" "	" "Letters"

Packed one dozen to a carton.

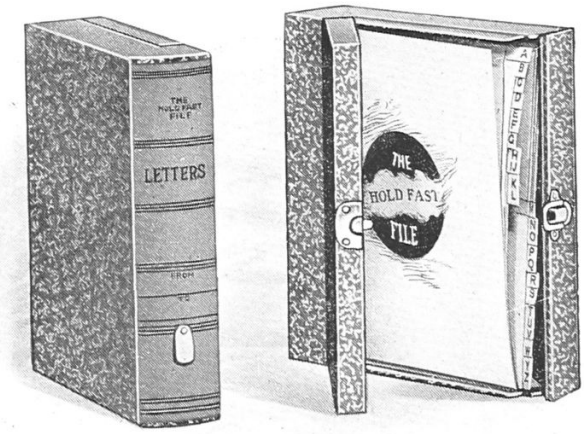
Shipping weight, Letter 290 pounds per gross.
" " Cap 330 pounds per gross.

THE HOLD FAST FILE

No. 8 H. F.

Patented Oct. 6, 1903

This is the popular Globe-Wernicke Eclipse File, letter size, dust proof construction, considerably improved by the addition of a substantial Suit-case Lock, easy to operate, yet holding the lid securely locked—imprinted in gross lots without extra charge. Furnished with 16 leaf alphabetical index.



No. 8 H. F. Letter Size 10⅞x11⅝x2¾ inches inside, Marked "Letters"

Packed one dozen to a carton
Shipping weight, 325 pounds per gross.

SEE PRICE LIST

THE EXCELSIOR FILE

Patented Oct. 6, 1903

A low priced substantial file fitted with a strong manila index. Attractively covered with red marbled paper and imitation leather back.

Furnished with 16 leaf alphabetical index.

Leather pull on back.

On orders for one gross or more, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

No. 23, 2 Posts, Letter size, 10⅞x11⅝x2¾, inches inside, Marked "Letters"

Packed one dozen to a carton.

Shipping weight, 325 pounds per gross.

THE EXTRO FILE

Patented Oct. 6, 1903

Same as the EXCELSIOR except that it has one post for index instead of two.

A low priced substantial file fitted with a strong manila index. Attractively covered with red marbled paper and imitation leather back.

Furnished with 16 leaf alphabetical index.

Leather pull on back.

On orders for one gross or more of one size, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

No. 25, 1 Post, Letter Size, 10⅞x11⅝x2¾, inches inside, Marked "Letters"

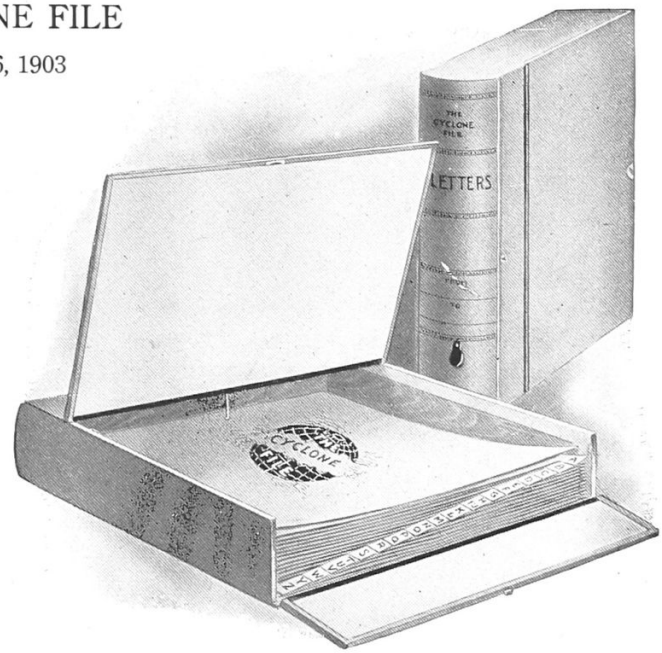
Packed one dozen to a carton.

Shipping weight, 325 pounds per gross.

SEE PRICE LIST

THE CYCLONE FILE

Patented Oct. 6, 1903



Is the same file as the VICTOR, excepting that it is covered with a DRAB GLAZED FIBRE paper. This is the best file ever put on the market at the price.

Leather pull on back.

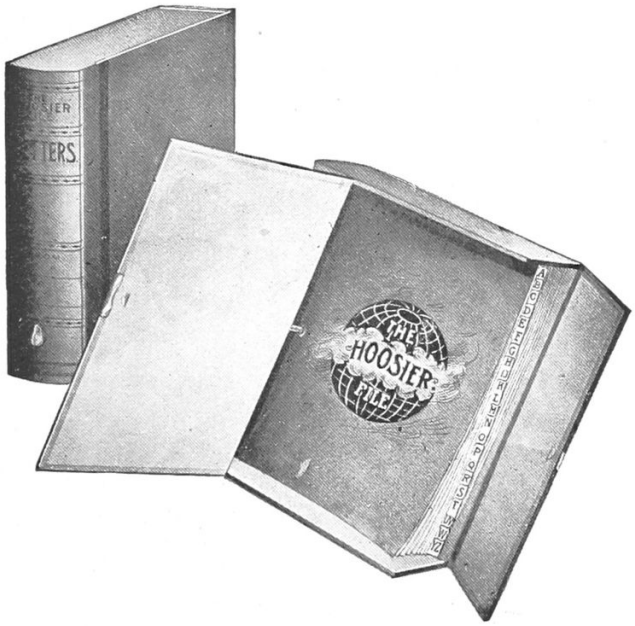
On orders for one gross or more, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

Furnished with either a 16 or 21 page alphabetical index, or with monthly index.

No. 13, 16 Leaf A-Z Index Letter size, 10⅞x11⅝x2⅔,in. inside Marked "Letters"
No. 15, 21 " " " " 10⅞x11⅝x2¾," " Marked "Letters"

Packed one dozen to a carton.

Shipping weight, 325 pounds per gross.



THE HOOSIER FILE

No. 11

Patented Oct. 6, 1903

A neat, thoroughly well made box file. The best on the market at so low a price. Covered with hard finished brown fibre paper, has good fastening and a strong manila index. Leather pull on back. Manila index held in place by ONE pin.

Furnished with 16 leaf alphabetical index.

On orders for one gross or more, it will be made under some other name, if so desired, and with dealer's imprint at no additional cost.

No. 11, Letter size, 10⅞x11⅝x2¾ inches inside, Marked "Letters,"

Packed one dozen to a carton

Shipping weight, 300 pounds per gross.

SEE PRICE LIST

BILL FILES

Patented Oct. 6, 1903

Constructed of wood and tarboard, neatly finished, covered with marbled paper and imitation black leather back. Strong manila index, with projecting tabs, held in place by two index pins. Titles printed in gold. Labeled "Bills", but each file contains a title-strip printed "Statements", "Receipts", so that title may be changed.

Bill Head or Note sheet size

10¼x7¼x2¾ inches inside

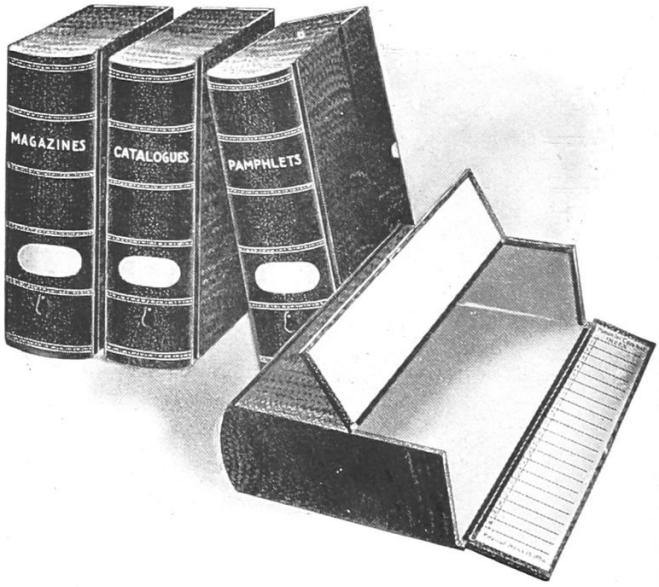
Packed one dozen to a carton.

Shipping weight, 240 pounds per gross.

PAMPHLET CASES

Constructed of wood and tar-board, neatly finished with marbled paper sides and imitation black leather backs. Titles printed in gold. The index record as shown in illustration, will be found very convenient for memorandum purposes. Excellent for filing pamphlets, booklets, thin catalogues, etc., and a much cheaper and more convenient method of keeping them than having them bound. Labeled "Pamphlets". Each case contains a title strip printed "Magazines", "Catalogues", so that title may be changed.

No. 1 size, 10¼x7¼x2¾ inches inside
" 2 " 11 x8¼x2¾ " "



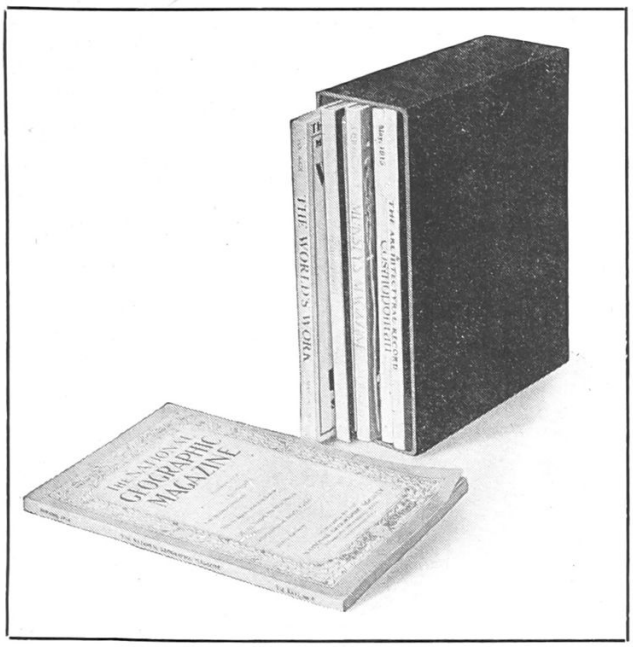
Packed one dozen to a carton.

Shipping weight, No. 1 . . . . . 215 pounds per gross.
" " No. 2 . . . . . 240 pounds per gross.

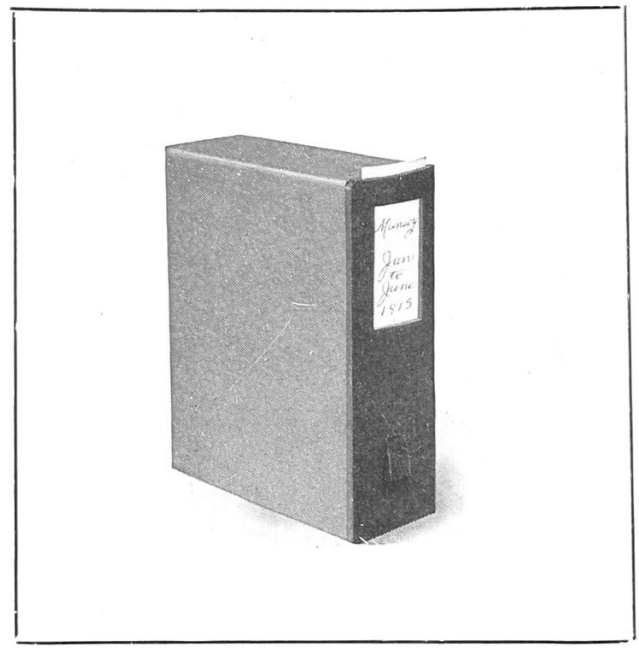
SEE PRICE LIST

No. 3 PAMPHLET CASE FOR STANDARD SIZE MAGAZINES

Largely used by Agricultural Colleges for filing Pamphlets,
U. S. Government Bulletins and Reports.



Illustrating how six standard size magazines will fit in the No. 3 Pamphlet Case.



The back of Case No. 3, illustrating the label holder for a 3x5 card, allowing ample room for indicating contents of case. The case is fitted with a tough cloth loop pull.

New Style—a low priced container for standard size magazines, pamphlets, catalogues, etc. Strongly made of heavy binder's board—covered with dark paper—black cloth front. Large panel constructed label holder accommodating a standard 3x5 record card.

Three uses of the No. 3 Pamphlet Case are to preserve:

First—Various pamphlets and magazines containing articles bearing on one subject, such as Consular Reports and Agricultural Bulletins

Second—Six consecutive issues of any standard magazine, as Harper's, Scribner's, National Geographic, etc.

Third—Six different magazines for any one month, as shown in the illustration above.

With the introduction of this Case a happy combination is suggested. Here is a low priced Pamphle Case which exactly fits a low priced Globe-Wernicke Bookcase Section, i. e., the Book Unit which measures 10¼ inches high by 8 inches deep inside.

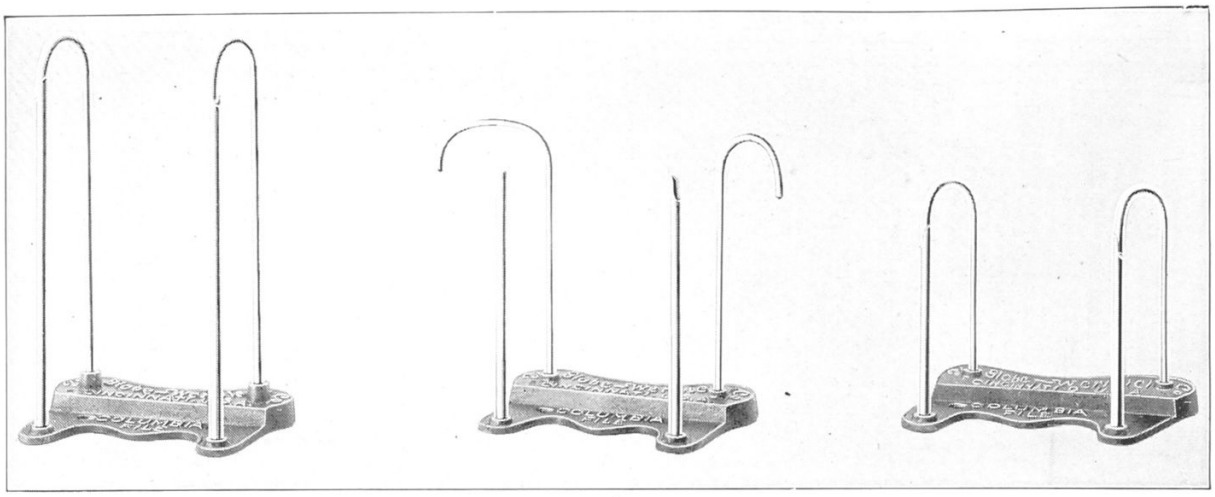
No. 3 Pamphlet Case, Size Outside 8 inches front to back, 3⅜ inches wide by 10¼ inches high

Packed one dozen in a package
Shipping weight, 200 pounds per gross.

SEE PRICE LIST

COLUMBIA ARCH

Measuring 2¾ Inches Center to Center of Posts.



Extra High Arch, 6 in. high — High Arch, 4⅝ in. high — Regular Arch, 3⅝ in. high

The front filing posts of this Arch are constructed of heavy steel tubing, insuring strength.

The heavy steel Arch, when closed, forms a perfect register by engaging in top of front filing posts. leaving no projections to tear papers.

Regular Arches, only	3⅝ in. high over all
High Arches, only	4⅝ " " " "
Extra High Arches	6 " " " "

One-half dozen in a package. Shipping weight about 70 pounds per gross.

COLUMBIA BOARDS

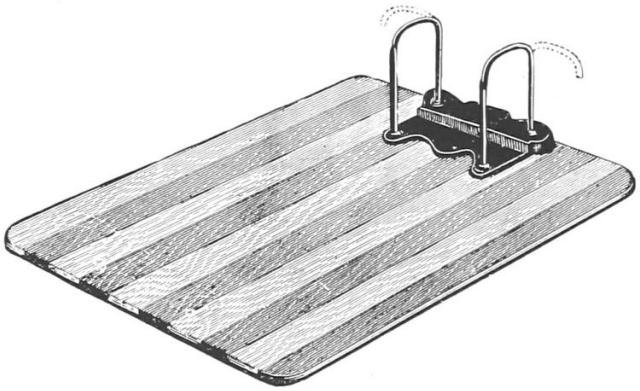
These boards are made of heavy material, have a fine dull rubbed finish, not easily scratched.

Note size, 7x12 inches. Letter size, 9x14½ inches Cap size, 9x17 inches.

Shipping weight about 185 pounds per gross.

COLUMBIA FILE

Consists of Board and Arch



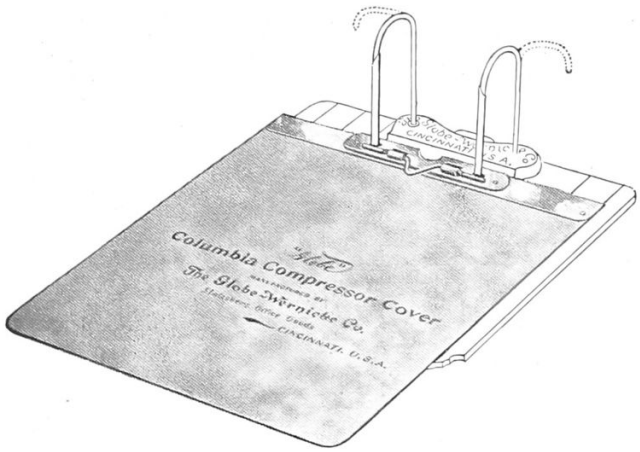
File consists of Board and Arch only. In ordering, if index, perforator and cover are wanted, please specify.

NOTE –It should be explained that small perforator, No. 1 can be attached to the File Board for perforating the papers that are to be hung on the file.

SEE PRICE LIST

COMPRESSOR COVER

Made of best quality grey pressboard. Keeps contents compactly together, thereby increasing capacity of file and affording protection to papers. Provided with record of transfer.



Style A.

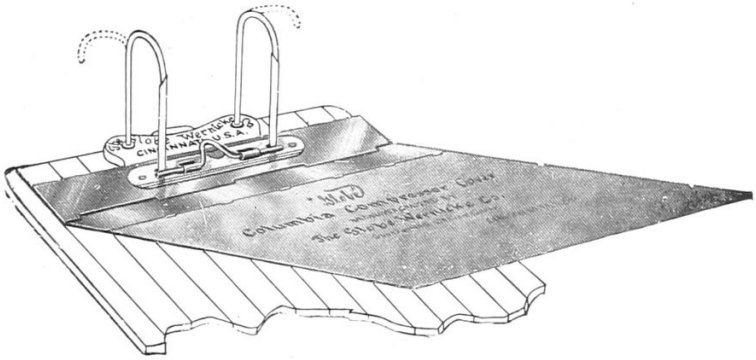
COLUMBIA COMPRESSOR COVER

Style A, without Hinge

Where style is not specified, Style A will be sent.

Note size, 9 x6⅞ inches
Letter size, 11½x8⅞ "
Cap size, 14 x8⅞ "

Packed one half dozen in a box



Style B—With Hinge.

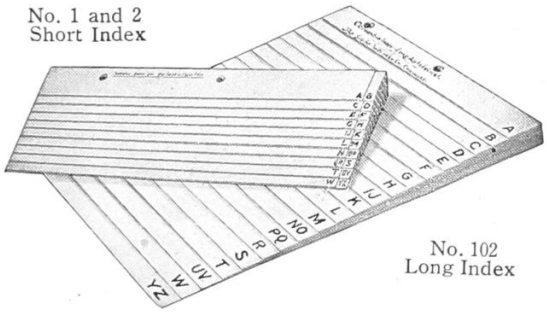
COLUMBIA COMPRESSOR COVER

Style B, with Hinge.

Note size, 9 x6⅞ inches
Letter size, 11½x8⅞ "
Cap size, 14 x8⅞ "

Packed one half-dozen in a box

No. 1 and 2
Short Index

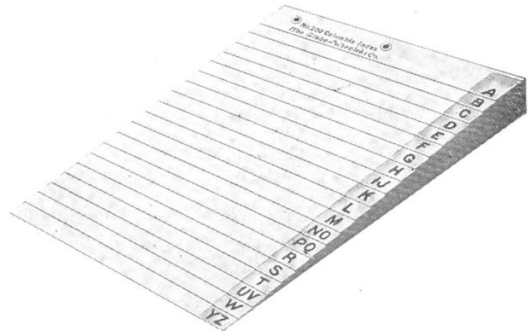


No. 102
Long Index

COLUMBIA INDEX

Can be used on any standard arch file.

Distance from center to center of holes 2¾ inches.



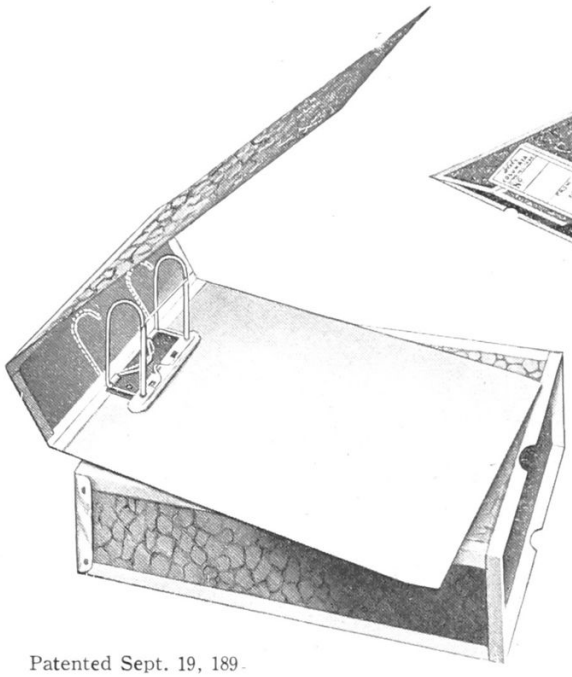
No. 202 Index with Celluloid Tabs

Twenty leaves—indexed A-Z

No. 1 Short Index Manila Tagboard, Note size 3¼x6¼ inches
" 2 " " " " Letter or Cap size 3½x7⅛ inches
" 102 Long " " " Size 10¾x7 inches
No. 202 Long Index Grey Pressboard Celluloided Tabs, Size 10¾x7 inches

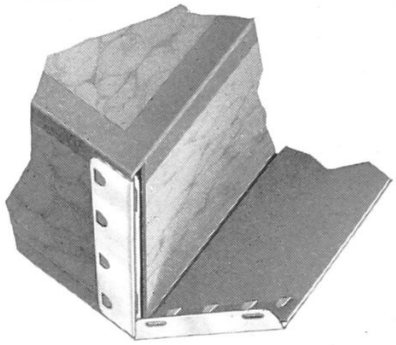
One half dozen to a package.

COLUMBIA BINDING CASE, with Arch, 2¾ inches Center to Center.

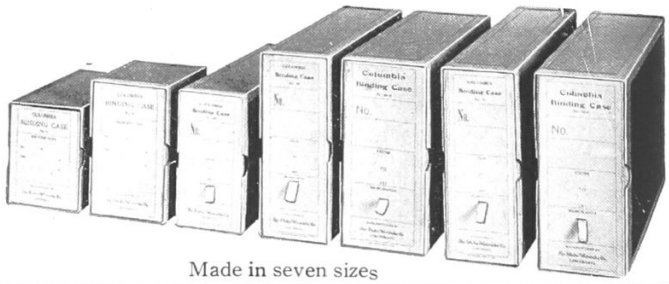


Patented Sept. 19, 189-

Shipped Flat



The "patent metal lock corner" (shown open on each rear corner of this Globe-Wernicke Case gives it strength and rigidity the like of which no other case on the market possesses. It also permits quick set up.



Made in seven sizes

Made in telescope-box style of tough fibre board, with arch on inner case as shown. Fitted with patent interlocking metal corners, permitting entire case to be shipped knocked down in flat shape, and packed in small space. The double arch file fitted in this case permits papers to be examined, removed or replaced with the same facility as when on the board or in the cabinet file. A steel compressor fits over the posts of the arch—this holds all papers compactly together. Nos. 47 and 48 are shipped set up, and are not fitted with interlocking metals.

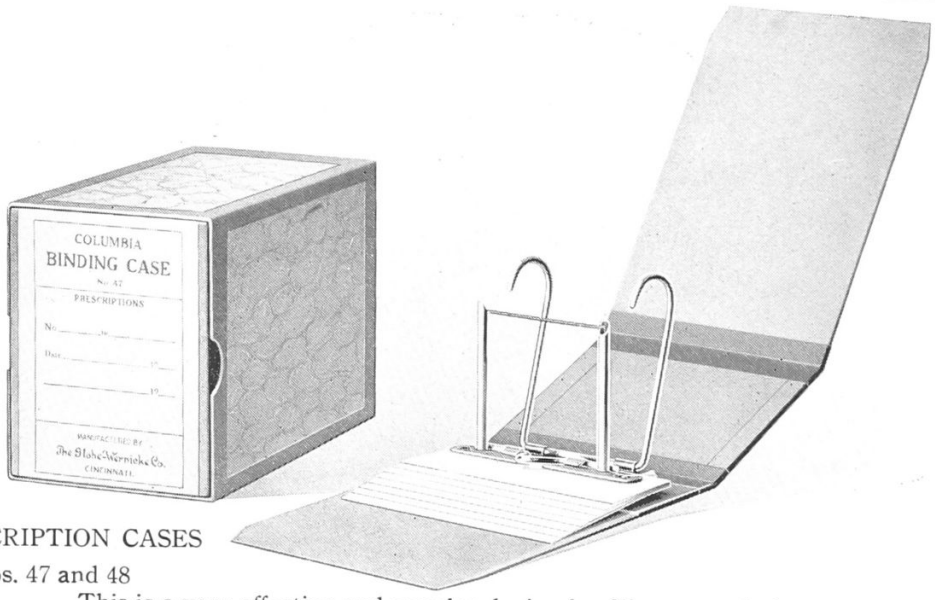
The patent metal corner pieces used in this construction are ingeniously made and attached, so that a slight pressure securely and instantly locks them.

SIZES OUTSIDE

		Inches	
No. 47	—Prescription,	7¾ x 5⅜ x 4¼	with blank index
" 48	—Prescription,	7 x 5 x 4¼	" "
" 49	—Note size,	12 x 7 x 3½	without indexes
" 50	—Letter size	12 9/16 x 9¼ x 3½	" "

		Inches	
No. 50-H	—Letter size,	12 9/16 x 9¼ x 4¼	without indexes
" 51	—Cap "	15½ x 9¼ x 3½	" "
" 51-H	—Cap "	15½ x 9¼ x 4¼	" "

Nos. 47, 48, 50-H and 51-H have high arches.



PRESCRIPTION CASES

Nos. 47 and 48

This is a very effective and popular device for filing prescriptions.

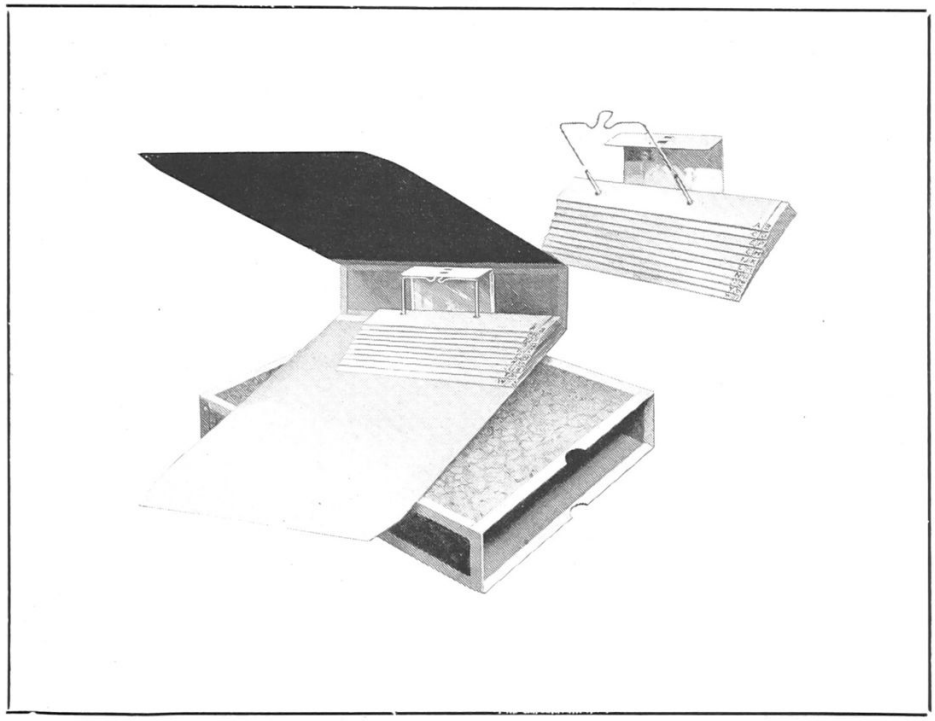
One-half dozen in a package. Shipping weight, approximately 250 pounds per gross.

SEE PRICE LIST

COLUMBIA BINDING CASE

With Posts, 2¾ inches Center to Center.

Patented September 19, 1899.



Fitted with a double pin inserted in the posts, instead of the double arch file, for holding papers in place. The material and construction of this case are the same as the one shown on the preceding page, though differing from that in outside dimensions.

OUTSIDE DIMENSIONS, SET UP.

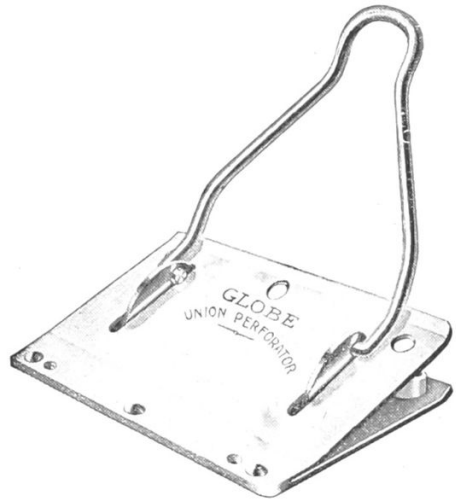
No. 53	—Note size,	11 x7 x2½	inches,	without	indexes	
" 54	—Letter "	11½x9¼x2½	"	"	"	
" 54-H	—Letter "	11½x9¼x3⅜	"	"	"	
" 55	—Cap "	14½x9¼x2½	"	"	"	
" 55-H	—Cap "	14½x9¼x3⅜	"	"	"	

Nos. 54-H and 55-H have high posts.

One-half dozen in a package. Shipping weight approximately 180 pounds per gross.

SEE PRICE LIST

GLOBE UNION PERFORATOR, No. 1



No. 1

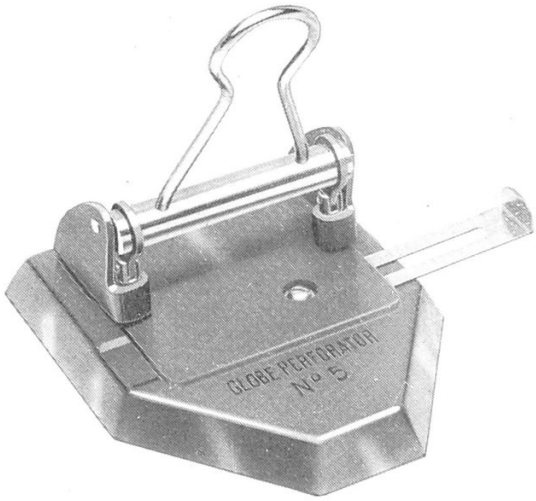
Our old reliable nickel-plated Perforator, with wire handle, made by special machinery, and, while similar in appearance, is much stronger in construction than any other of its kind. Will work with any double arch file.

Perforates holes 2¾ inches between centers.

Packed one-half dozen in a box.

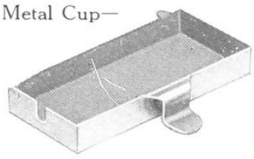
Shipping weight, 60 pounds per gross.

GLOBE PERFORATORS Nos. 5 and 3



No. 5
Wrought steel base
Oxydized finish; working parts are all nickel-plated.

Metal Cup—



The cutting principle is the same in both perforators, the punches being made of the best tool steel.

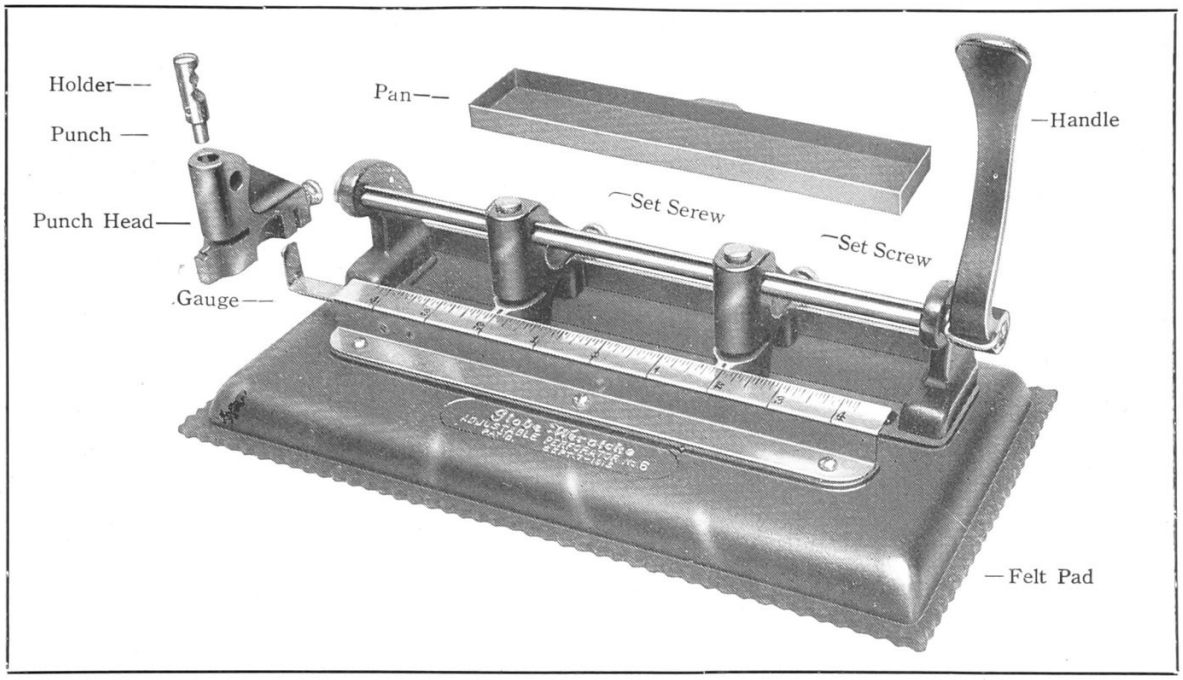
Each is fitted with metal cup in base to receive cuttings, also an adjustable sliding gauge governed by a set screw.

Perforates holes ¼ inch in diameter, and 2¾ inches between centers.

Packed one in a box.

Shipping weight, 3 pounds each.

No. 3
Heavy cast base.
Oxydized finish; working parts are all nickel-plated.



No. 6 ADJUSTABLE PERFORATOR

Patented Sept. 7th, 1915

A new and improved machine.

BASE. The base is made of one piece of grav iron, with a rib running full length on the under side, making it rigid and strong.

BEARINGS. Two bearings, one at either end of the operating shaft, are securely screwed to top of the base. These bearings are made of the best gray iron and accurately machined, thus holding the operating shaft in perfect alignment.

SHAFT. This is made of the best machinery steel, rolled especially for the purpose, and is strong and durable.

PUNCH HEADS. The punch heads are made of the best gray iron obtainable, machined accurately, all holes being drilled in one jig to insure perfect alignment and interchangeability. The punch which pierces the paper and the shaft which operates the piercing punch are self contained in the head, eliminating springing that would otherwise occur. This head slides on the operating shaft and a bar behind, permitting it to be adjusted in any position to the bar by a set screw in the back of the head.

These heads may be removed or replaced. As many heads as necessary can be used at one time and worn heads replaced with new ones.

PUNCH & HOLDER. The punch is made of the best quality stub steel, the piercing end being ground concave to give shear action when cutting through the paper. The punch is held in a holder which drives it, but which permits it to float or adjust itself, thus insuring perfect alignment at all times. Perforates round holes ¼ inch in diameter.

GAUGES. The graduated gauge is highly nickled. The graduations begin at the center of the gauge and read both right and left to facilitate the setting of the heads. The readings are 4¼ inches each way, allowing a maximum distance between the outside holes of 8½ inches

The adjustable gauge is mounted at the left of the perforator and is very easily set in any desired position, it being held there by a friction clamp.

HANDLE. The operating handle is made of the best quality of malleable iron. It is mounted at the right of the perforator and is returned and held in normal position by a spring.

PAN. The pan for catching the punchings is made of sheet steel being of ample size to hold a quantity of waste thus avoiding frequent emptying. It is so constructed that it can be instantly removed.

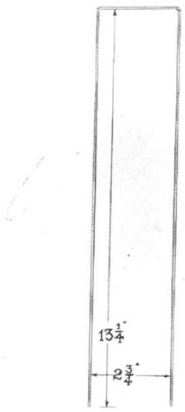
CAPACITY. Greatest distance between outside holes—8½ inches
" number of heads that can be used –13
" width of sheets that can be gauged - 24 inches
" number of sheets (16 lb. bond) that can be pierced—30

Stock Perforator equipped with two heads. Supplied with extra head if desired.

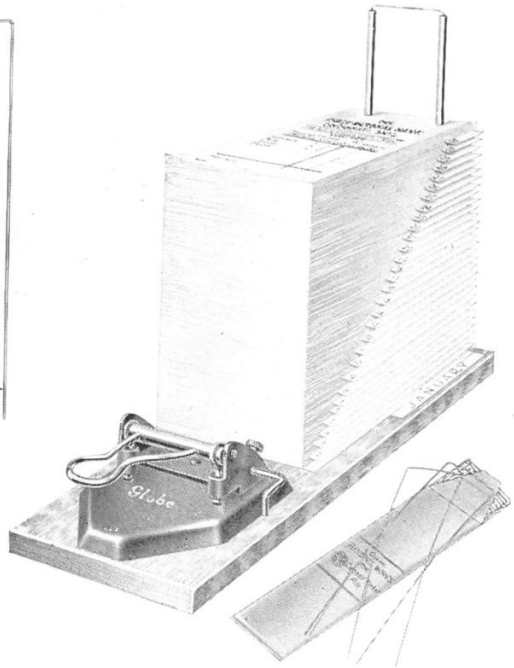
Packed one in a box. Felt pad supplied for each machine to rest on. Shipping weight 10 lbs. each.

NEW GLOBE DEPOSIT TICKET FILES

These files are substantially made. Heavy Oak Board upon which is mounted a No. 5 Globe Perforator. Two holes are bored in under side of board, permitting cuttings from Perforator to escape. Two heavy seamless steel tubes, 9 inches high, engage in threaded metal bushings countersunk in board, thus creating the desired rigidity.



The Binding Wire



No. 105 DEPOSIT TICKET FILE

2¾ inches center to center of posts.

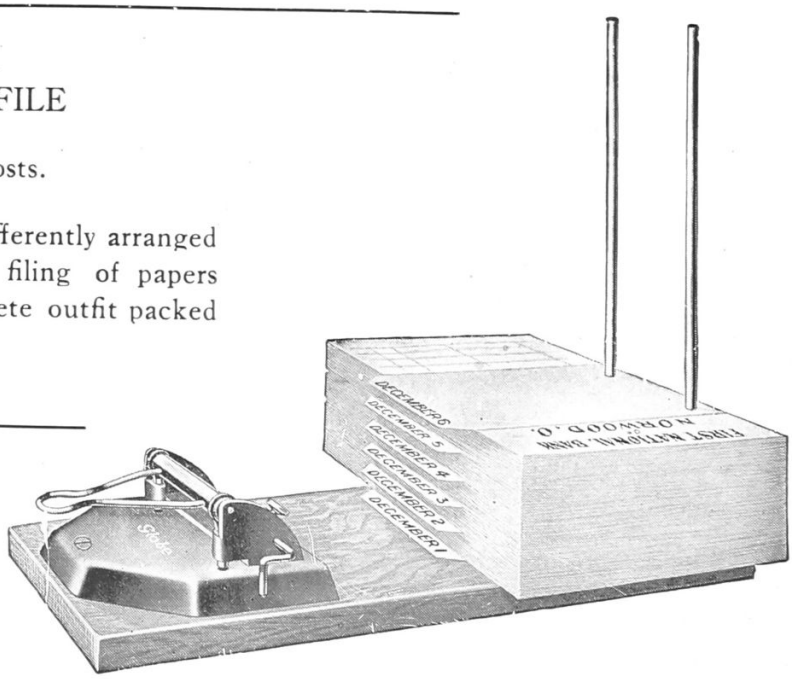
Consists of a Board, Perforator, 2 Filing Posts. Also 12 Wires used for binding the accumulated tickets, sufficient to last one year, 12 Daily Indexes and 1 Monthly Index. For papers 4¼x7 inches. Outfit complete as described is packed in a neat carton ready for shipping.

Weight 7 pounds.

No. 205 DEPOSIT TICKET FILE

2¾ inches center to center of posts.

Equipped the same as No. 105, except differently arranged indexes—see cut—thereby permitting the filing of papers which are longer than seven inches. Complete outfit packed in carton.



EXTRA SUPPLIES

Extra supplies for either No. 105 or No. 205 Files for one year, consisting of twelve Daily Indexes, one Monthly Index and 12 wires. Packed complete in box.

When ordering, specify whether extra supplies for No. 105 or No. 205 are desired.

SEE PRICE LIST

SUGGESTIONS FOR TRANSFERRING THE ACCUMULATED TICKETS

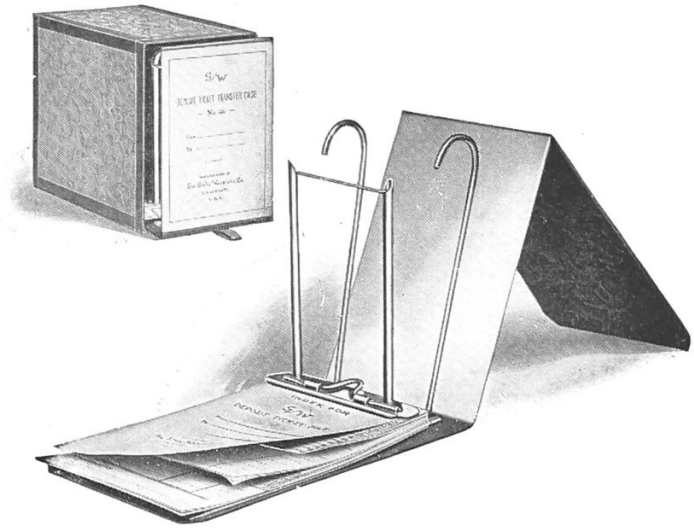
No. 46 DEPOSIT TICKET TRANSFER CASE

For papers 4¼x7 inches.

2¾ inches center to center of posts

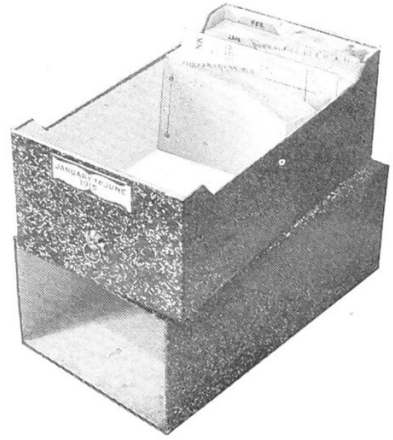
This Transfer Case is substantially made of Jute Board; cloth re-inforced. "Knock Down" construction. Equipped with Arch, 6 inches high and with Metal Compressor.

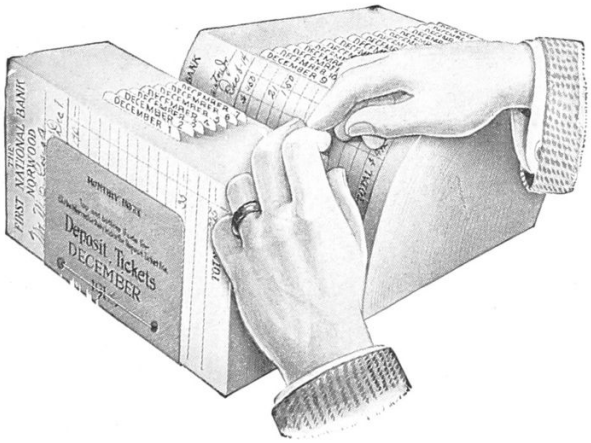
Wrapped 6 to a package.



This cut illustrates another method of transferring contents of a No. 105 Deposit Ticket File to No. 58 C. I. Storage Case—see page explaining Card Index Storage Cases in this catalogue.

The law compels the holding of deposit tickets for 6 years, and the above affords an inexpensive scheme for storing the same.



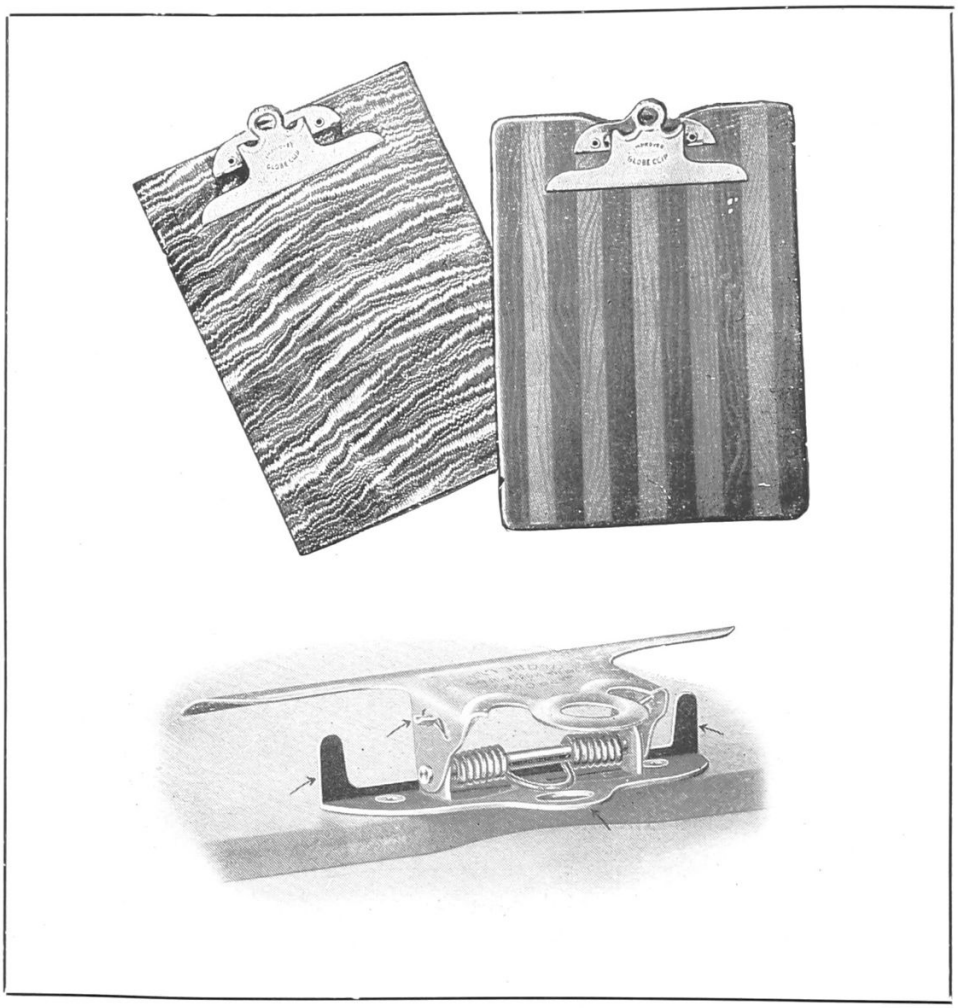


This illustration shows one month's accumulation of deposit tickets, sales slips, or other papers taken from a No. 205 File and bound with wire. Opens like a book for reference.

SEE PRICE LIST

IMPROVED GLOBE BOARD CLIP

Patented Sept. 19, 1905



An improvement over the old style of Clip which has proven immensely popular.

Notice the upper arrow pointing to the automatic stop which holds the Clip up so that both hands can be used to finger papers.

Notice the two center arrows indicating the shoulders against which papers square.

The lower arrow indicates the hole for hanging the file up on a nail.

Mounted on Striped Boards dull rubbed finish; Tar Boards cloth covered back, marbled finish top.

	Note	Letter	Cap
Striped Wood Boards	6½x11 inches	9x12½ inches	9x15¼ inches
Tar Board (Cloth)	" "	" "	" "

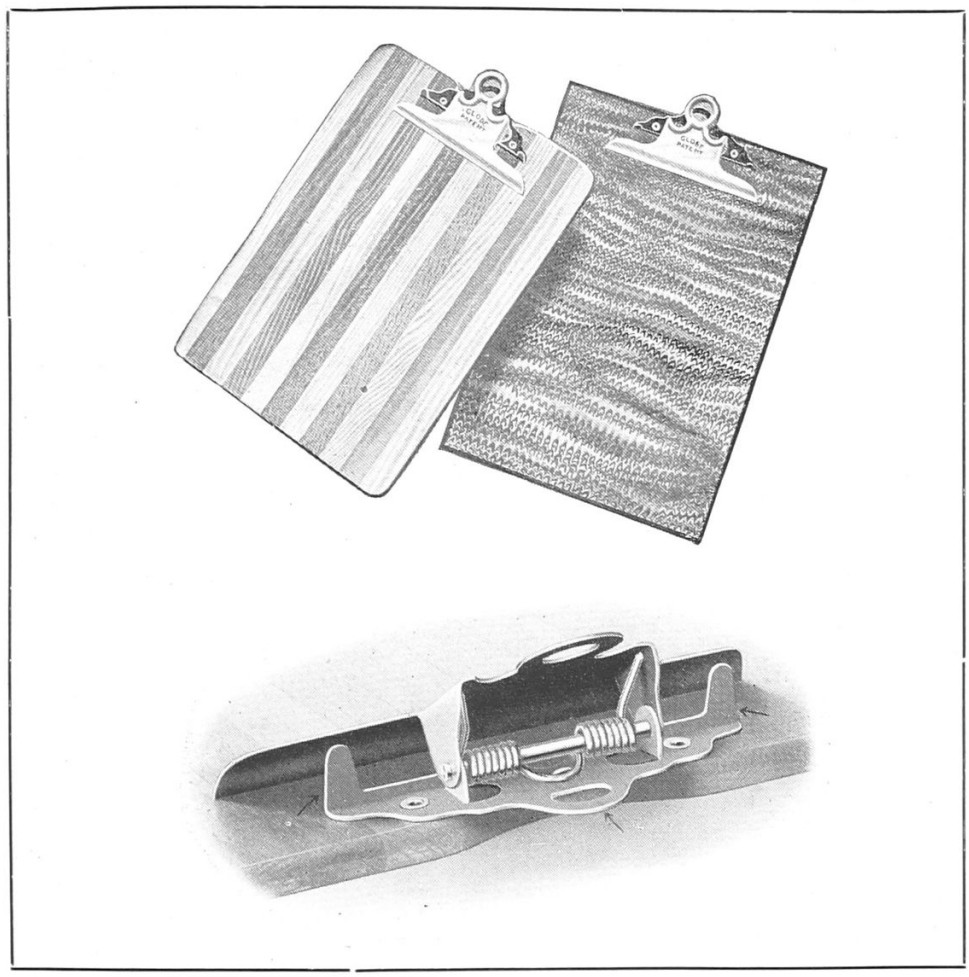
Packed one-half dozen in a box

Shipping weight, about 275 pounds per gross.

SEE PRICE LIST

GLOBE BOARD CLIP

Patented



Nickel-plated, eyeleted Clip 6 inches wide, provided with metal shoulders for paper to square against.

The lower arrow points to the hole for hanging the file on a nail. The two upper arrows indicate the shoulders against which papers square.

The best made, finished, and neatest Board Clips ever put on the market. Mounted on Striped Boards, dull rubbed finish; Tar Boards covered with marbled paper and cloth back.

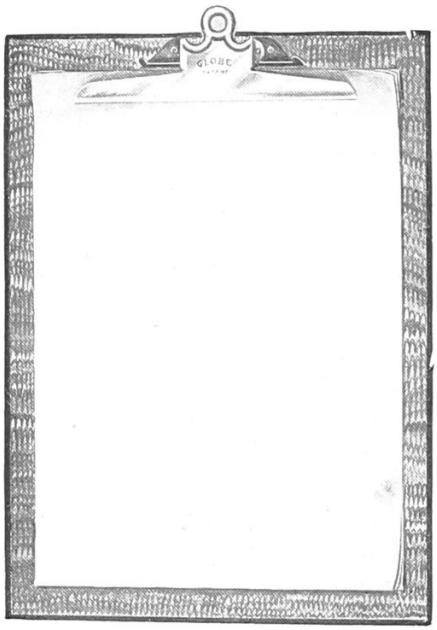
Packed one-half dozen in a box. Shipping weight, about 275 pounds per gross.

	Note	Letter	Cap
Striped Wood Boards	6½x11 inches	9x12½ inches	9x15¼ inches
Tar Board (Cloth)	"	"	"

SEE PRICE LIST

WAY BILL CLIP

Patented



A Clip of nearly double the usual size, and strong in proportion. The Clip is 10⅛ inches wide, nickel plated, and with shoulder for papers to square against.

Mounted on heavy tarboard, covered with cloth

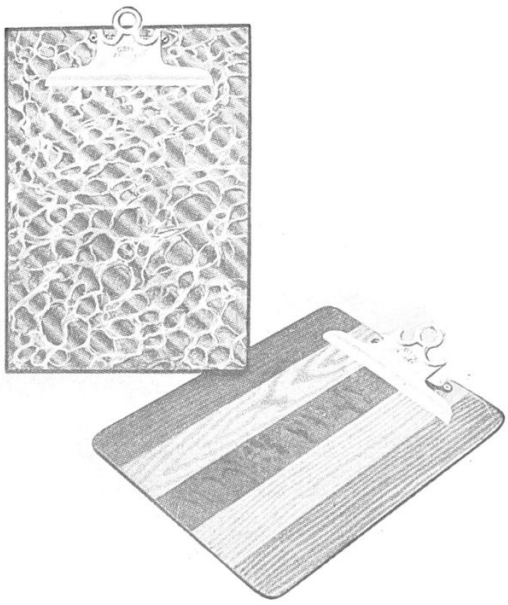
Size of board, 15x20 inches

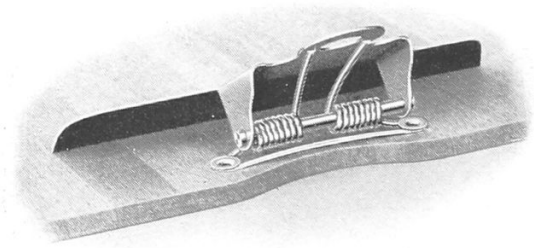
Wrapped 2 in a package.

Shipping weight, about 45 pounds per dozen.

GEM BOARD CLIPS

Patented





Clip Only

A cheaper Clip than the Globe, but well made and very popular. Nickel-plated.

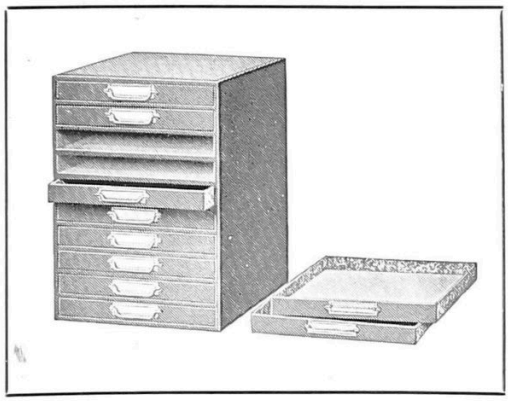
Packed one-half dozen in a box.

Shipping weight,
about 160 pounds per gross.

	Note	Letter	Cap
Striped Boards	6½x11 inches	9x12½ inches	9x15¼ inches
Tar Boards	" "	" "	" "

SEE PRICE LIST

LEGAL BLANK CASES
Style T-10 (Tarboard)



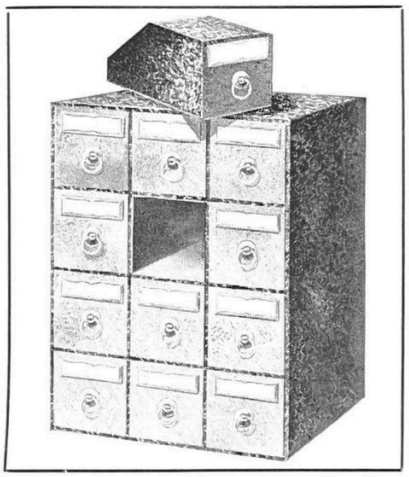
A neat, inexpensive Legal Blank Case constructed of heavy tar-board, covered with black leatherette and fitted with ten drawers. Each drawer has combination pull and label holder.

Inside dimensions of drawers, 9 inches wide, 14⅜ inches long, ⅞ of an inch high.

Size of case outside, clear, 14¼ inches high, 9$\frac{5}{16}$ inches wide, 15$\frac{1}{16}$ inches deep.

Packed one to a carton
Shipping weight, 25 pounds.

PIGEON HOLE CASE—Style B



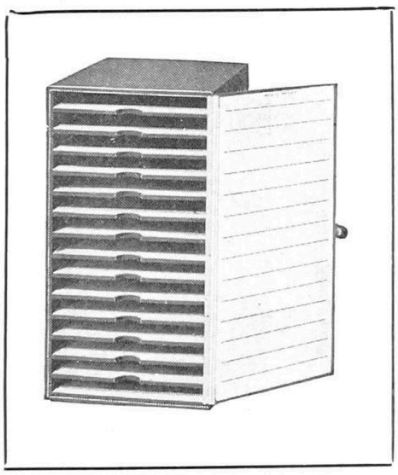
A neat inexpensive Pigeon-Hole Case constructed of heavy tar board, covered with marbled paper and fitted with desk scoops, 10x4½x4½ inches, made of binders' board and covered with marbled paper, green leatherette fronts, metal label holders and ring pull.

	High	Wide	Deep
No. B- 6, with 6 Boxes	10 in.	14⅞ in.	10¼ in.
" B-12, with 12 Boxes	19¾ "	14⅞ "	10¼ "

Packed one to a carton

Shipping weight, No. B- 6, with 6 Boxes, 12 pounds.
" " " B-12, with 12 Boxes, 20 "

LEGAL BLANK CASE—Style D-15



A substantially built Legal Blank Case constructed of heavy tar-board, covered with Black Leatherette.

Contains 15 compartments, each measuring on the inside 14 inches long, 9 inches wide, 1 inch high.

Index to contents appears on inside of hinged door, which is kept closed by a button fastening on the side.

Outside dimensions, 18½ inches high, 9⅝ inches wide, 14½ inches deep.

Packed one to a carton
Shipping weight, 25 pounds.

SEE PRICE LIST

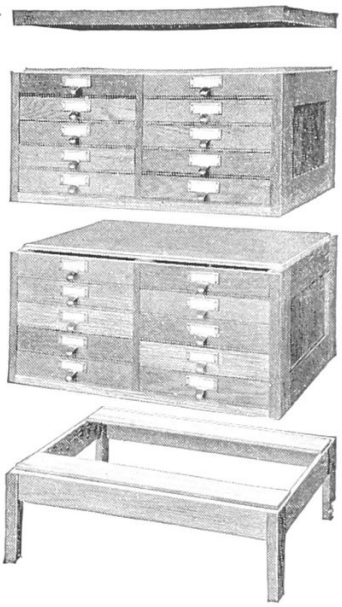
LEGAL BLANK CASES IN SECTIONS

In Antique Oak Finish

Ten Drawers To The Section.

A top is necessary for each stack.

Top 1⅛ inches high



Each section 10⅛ inches high outside

Base 10 inches high.

Width of top, base and section 21⅝ inches.

Depth of top, base and section 16 7/16 inches outside.

TEN DRAWER
LEGAL BLANK CASE

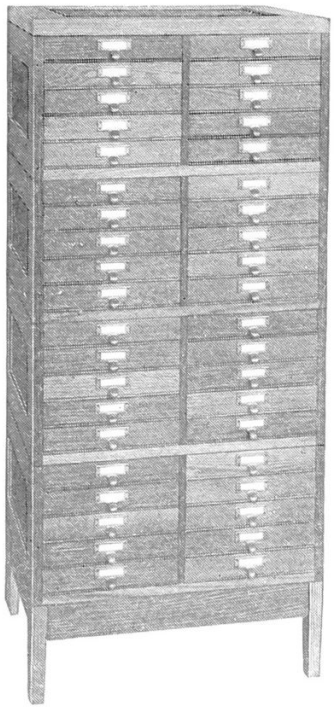
Each drawer measures 15 inches deep, 9 inches wide and one inch high inside in the clear.

A top and one section comprise a complete Ten Drawer Legal Blank Case.

A top and two sections complete a Twenty Drawer Case—three sections and a top, a Thirty Drawer Case—four sections and a top a Forty Drawer Case and so on, any size case figured in multiples of ten drawers can be arranged.

One top and as many sections as present requirements demand can be purchased and then additional sections as new needs arise.

These cases are finished in Antique Oak and each drawer is fitted with a neat attractive label pull. A hole in the bottom of drawer permits the raising of papers for speedy removal.



FORTY DRAWER
LEGAL BLANK CASE
A top, four sections and a Leg Base.

SHIPPING WEIGHTS

Top No. N 22 14 lbs.

Section No. N 10 L. B. 24 lbs.

Base No. N 4 L Base 20 lbs.

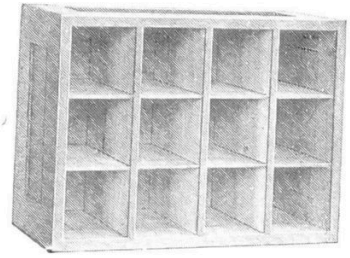
FORTY DRAWER
LEGAL BLANK CASE
A top and four sections

12 OPENING PIGEON HOLE CASE

Each case complete in itself

Outside Dimensions of Case

10¼ inches deep
15¾ " high
21⅝ " wide



Inside Dimensions of each opening

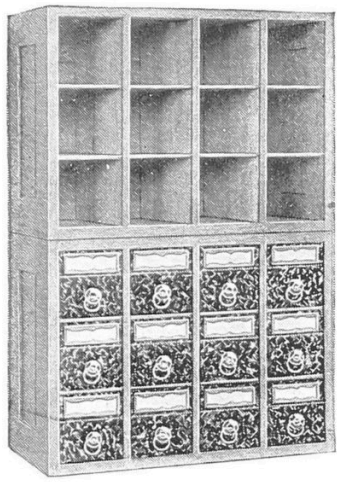
10 inches deep
4⅝ " wide
4⅝ " high

No. "N 12 P. H."

Finished in Antique and having paneled ends, this case contains twelve openings in which either No. 1 or No. 3 style file boxes can be placed. File boxes measure 10x4½x4½ inches outside.

The openings being of equal height and width, the case can be used in either a horizontal or upright position.

No. "N 12 P. H."——Shipping Weight 36 lbs.



The units have no intermembering features but will set very nicely one above the other as shown.

Here the lower unit is equipped with No. 1 drop front file boxes shown at top of next page.

—N 12 P. H.

—N 22 Top

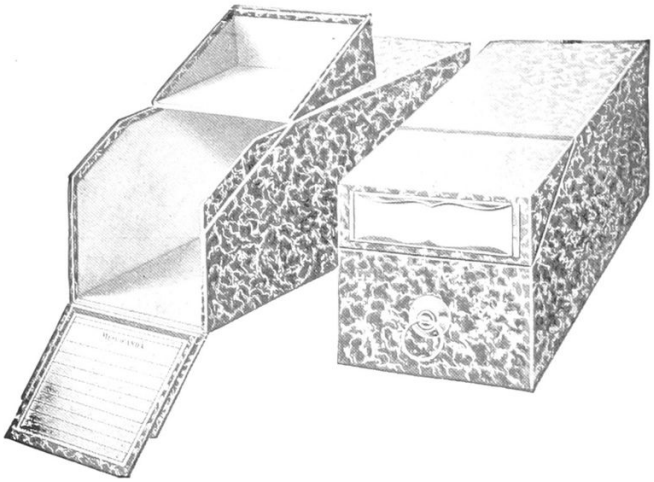
—N 10 L. B.

The No. "N 12 P. H" section is the same in width as the No. "N 10 L. B." but not the same in depth. The P. H. can be used above the L. B in one combination by placing a No. 22 top between as illustrated.

A larger combination of "N 12 P. H." and "N 10 L. B." Cases.

The "N 4, Leg Base" can be used under the Legal Blank Section but not immediately beneath the Pigeon Hole Section.

THE No. 1 FILE BOX



Made of tar-board, covered with marbled paper, and lined throughout. Double sides and back, with reinforced joints making it stronger than any other. Fitted with metal label holder and ring pull. Dustproof. The best and most popular file box manufactured.

Outside dimensions, 10 inches long, 4½ inches wide, 4½ inches high.

Packed one dozen to a carton.

Shipping weight, about 145 pounds per gross

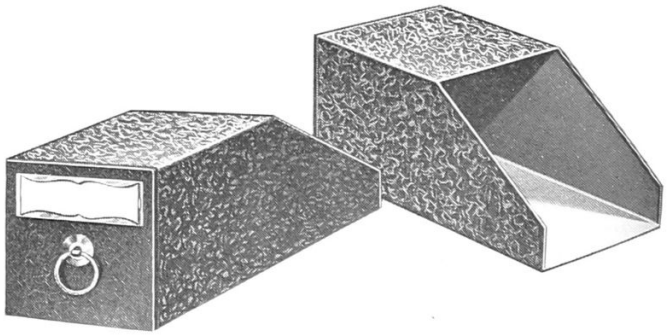
THE No. 3 FILE BOX

Patented.

Made of pressboard with black cloth front, and bound on front edges with brass strips. Open at back. Fitted with metal label holder and ring pull.

The best box of the kind manufactured.

Outside dimensions, 10 inches long, 4½ inches wide, 4½ inches high.



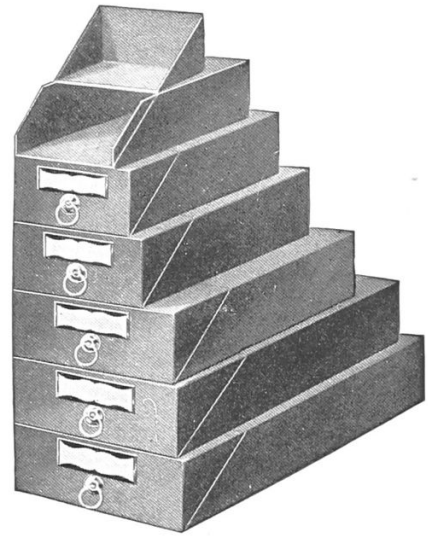
Wrapped in one-half dozens.

Shipping weight, 145 pounds per gross.

STATIONER'S SHELF BOXES

For Writing Paper

These boxes are made of extra quality tarboard, neatly covered with fine black cloth. They are strong, neat and durable. Have metal label holders and ring pulls on front.

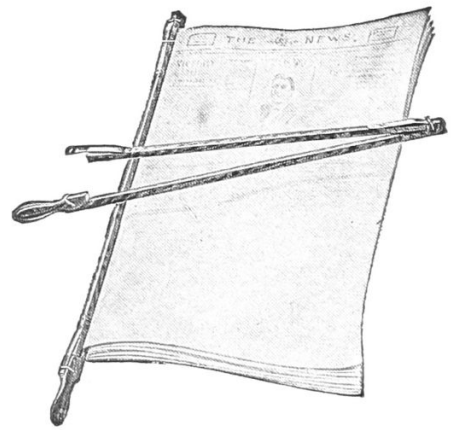


	Outside Dimensions		
	Long	Wide	Deep
Octavo	7¾ in.	5⅜ in.	3 in.
Commercial Note	8¾ "	6 "	3 "
Packet Note	10 "	6½ "	3 "
Letter	11½ "	9¼ "	3 "
Cap	13½ "	9¼ "	3 "
Extra Size Cap	15 "	9¼ "	3 "

Wrapped in one-quarter dozens.

CHAMPION NEWSPAPER FILE

Patented



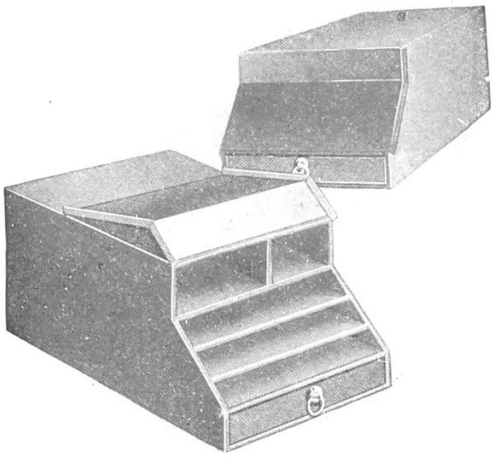
Designed for holding newspapers in consecutive order. Has the combined advantages of the spring clamp and of the perforating pins. Very simple in operation and does not tear the paper.

Made of oak, oil finished; oxidized brass fittings. Staple and lock can be attached.

No. 18—For papers not over 18 inches long
" 25— " " 25 " "
" 28— " " 28 " "
" 34— " " 34 " "

Wrapped in packages of one-half dozen each.

DESK STATIONERY RACKS



No. 2 Desk Stationery Rack

Convenient receptacle for letter heads, envelopes, second sheets, carbon paper, etc.

Contains drawers for carbon paper, etc., compartments for legal paper, letter heads of two sizes and envelopes of two sizes.

No. 1—Without Cover
No. 2—With Cover
} Made of heavy tarboard. Covered with black leatherette.

Outside Dimensions

14¾ in. deep, 9½ in. wide, 6¾ in. high.

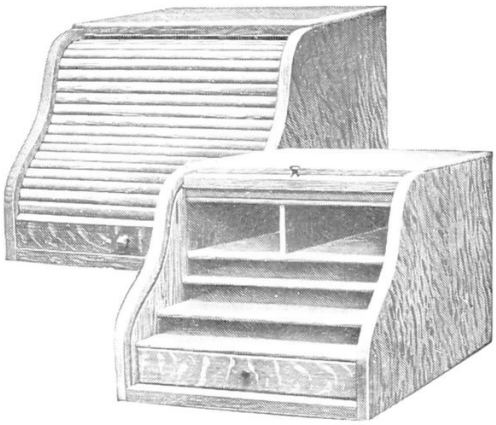
Shipping Weight About 12 pounds.

No. 3 handsomely made of Quartered Antique Oak—also Imitation Mahogany, with first class dull rubbed finish and brass hardware. The Rack is of dust proof construction and is equipped with easy sliding roll curtain.

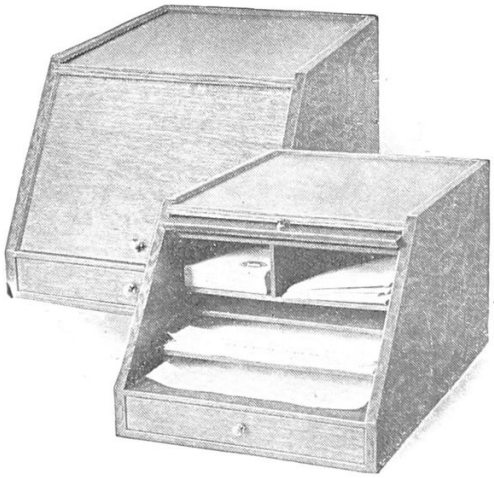
Outside Dimensions

Deep	Wide	High
15⅞ in.	10⅛ in.	8¼ in.

Shipping Weight about 25 pounds.



No. 3 Desk Stationery Rack

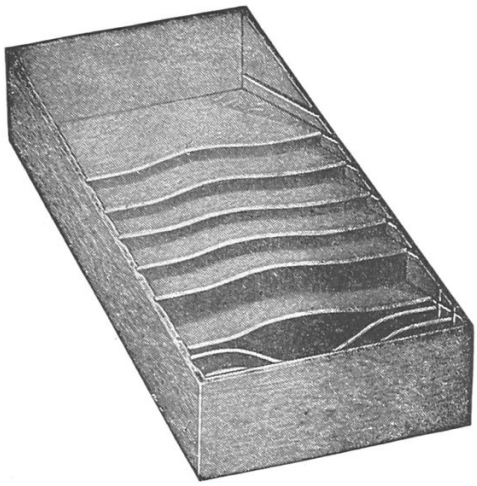


No. 5 Desk Stationery Rack

No. 5—a low priced Stationery Rack made of Quartered Oak, Antique finish, also in Imitation Mahogany. Same capacity as No. 3. Dust proof cover.

Shipping weight about 25 pounds.
Packed singly.
SEE PRICE LIST

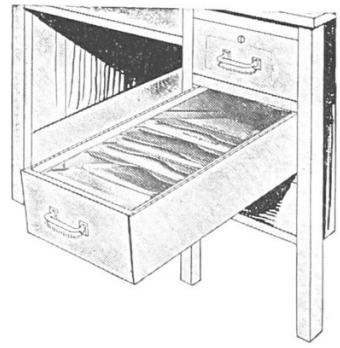
G-.W DESK DRAWER STATIONERY RACK, No. 4



This is a convenient container, made of Gum, natural finish, to be placed in a desk drawer for holding letter heads, second sheets, carbon paper, envelopes, etc. Capacity of any compartment may be increased by removing a partition.

Illustrating Rack No. 4 in a desk drawer.

The telegram blanks can be plainly seen in one compartment, letter heads in another, etc., etc., all as handy as can be for increased efficiency.



Outside Dimensions

Long	Wide	High
21¾ inches	9¼ inches	3⅞ inches

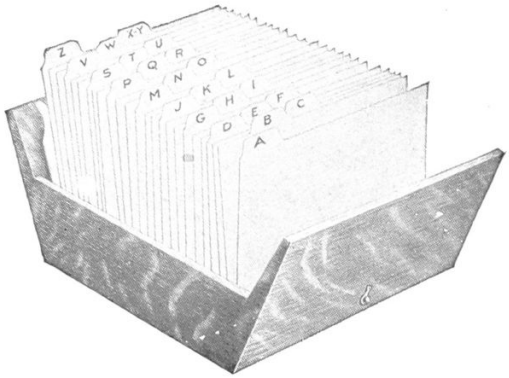
Packed singly . . . . Weight 5 pounds.

Packed 6 to a crate . . Weight 35 pounds.

SEE PRICE LIST

CORRESPONDENCE DISTRIBUTORS

Quartered Oak or Imitation Mahogany.



No. 25

CORRESPONDENCE DISTRIBUTOR
For Letter Size Papers
Shipping Weight, 30 lbs.

The Distributor contains 25 Extra Heavy Pressboard Guides, one letter of the alphabet on each tab, except the second last which has two i. e., "X-Y". The tabs are covered with celluloid making them more durable and preventing soiling.

There is a rod in bottom of distributor which runs through a reinforced eyelet in tongue at bottom of each guide. A follower block to hold guides at whatever position desired also operates on this rod.

Body of distributor is quartered oak finished Antique varnished and rubbed. Can also be had in Imitation Mahogany.

Bottom is fitted with felt discs to prevent scratching.

One excellent use suggested. Sort papers before filing and save time.

Without this device a file clerk wastes hour after hour walking up and down before a battery of filing cabinets, first filing a letter from "Acme Veneer Co." under "A" and then walking 10 to 50 feet to file "Zero Refrigerating Co." under "Z".

With the "No. 25" in use the file clerk first distributes all papers between guides in Distributor and then the "A's" are filed first, "B's" second "C's" next and so on, and there is no walking to and fro.

Outside Dimensions
12¾ inches wide, 11 inches high, 18½ inches deep.

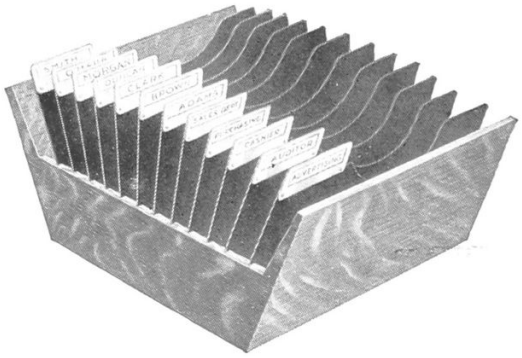
No. 1225

STAND FOR CORRESPONDENCE DISTRIBUTOR

Either the No. 25 or the No. 12 Distributor can be used on this stand. The convenience of the stand for rolling the distributor before a battery of Filing Cabinets is self-evident. It can be rolled up to the side of a desk for distributing papers. Can be used in many ways.

Quartered Oak or Imitation Mahogany.

Dimensions
24⅛ inches high, 12⅞ inches wide, 12⅞ inches deep.
Shipping Weight 45 lbs.



No. 12

CORRESPONDENCE DISTRIBUTOR

For Letter Size Papers

Instead of covering the desk with many trays and baskets, use this SINGLE device (occupying very little desk space) to distribute mail or other papers to all departments.

It contains 12 steel partitions enameled olive green each fitted with large nickel tab for blank labels.

The partitions are removable and can be arranged for any number of compartments not exceeding twelve.

A small semi-circle or arc is cut out of the top of each partition to allow ample hand room in lifting papers out of compartments.

Body of distributor is quartered oak, finished Antique, varnished and rubbed. Can also be had in Imitation Mahogany.

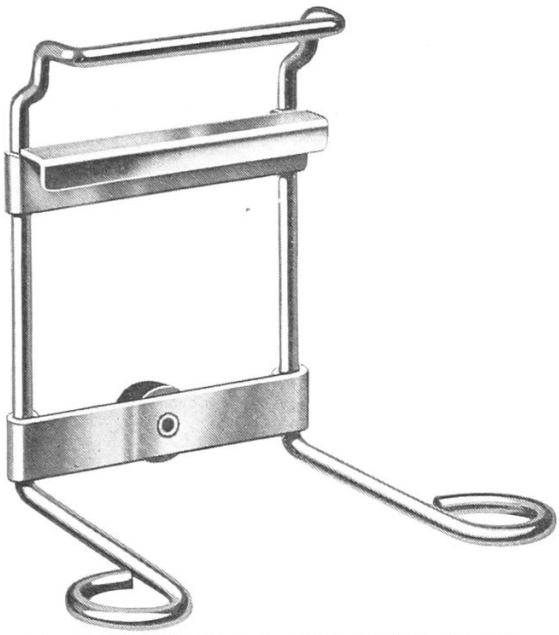
Bottom is fitted with felt discs to prevent scratching.

Outside Dimensions
12¾ inches wide, 9½ inches high, 18½ inches deep.
Shipping Weight 40 lbs.

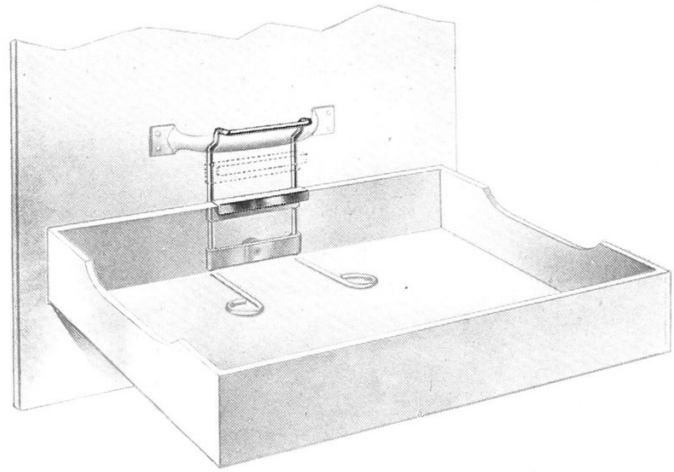
FILE HANGER FOR DESK TRAY

A Hanger to support a Desk Tray from Vertical Drawer Handle or Pull to enable a File Clerk to use both hands for Quickly Filing Papers.

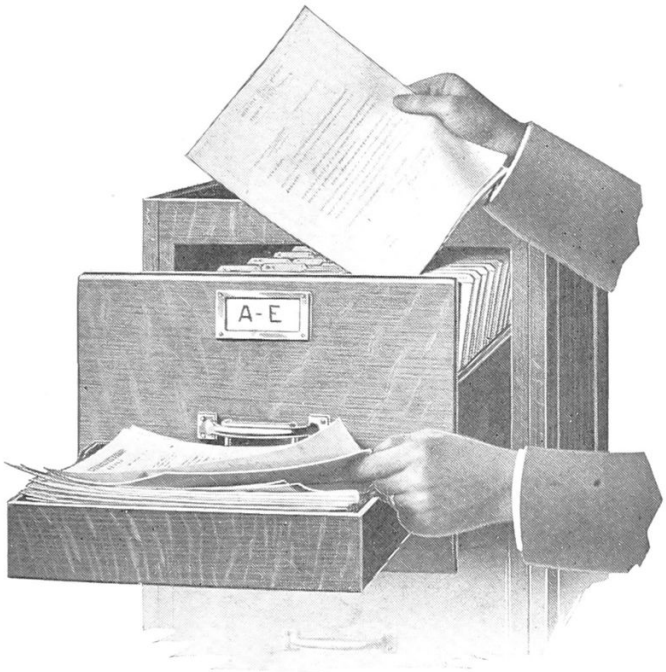
In a fraction of a second the desk tray is placed in hanger and hooked on file drawer.



No. 7 FILE HANGER FOR DESK TRAY



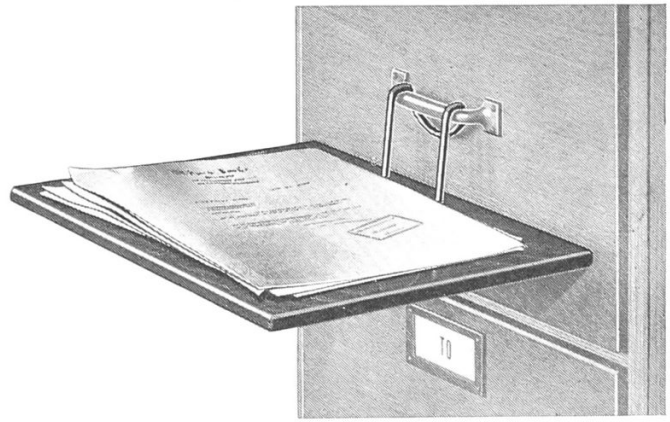
Phantom view showing how the No. 7 File Hanger fits and supports the Globe Desk Tray and suspends it from the file drawer making an ideal filing tray.



No. 7 FILE HANGER in actual use

An inexpensive little device that makes for efficiency by saving time and many steps. Strong and durable, it will last forever and the lost motion eliminated wiil pay for it many times over.

FILING SHELF
Saves 50% of File Clerk's Time

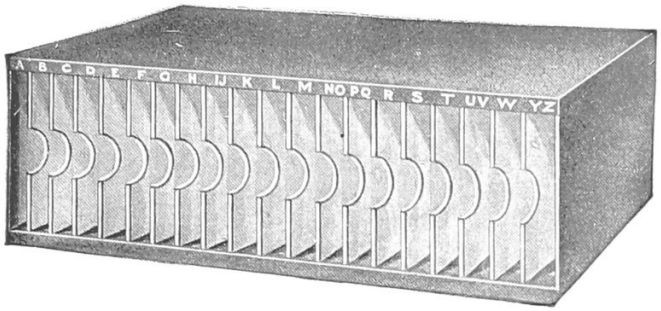


No. 6 Filing Shelf

A batch of papers to be filed is placed on the shelf and both hands can be used to file them. Eliminates holding papers in one hand and filing with the other, also walking distances to get more papers.

A beautifully finished quartered oak shelf 13 inches wide by 11 inches deep with a solidly bolted on nickel-plated hanger and with rubber bumpers to prevent scratching finish on file. Can be hung from any Globe-Wernicke vertical file drawer. Also furnished in Imitation Mahogany.

No. 87 STATEMENT DISTRIBUTOR



Made of wood and tarboard, covered with leatherette. Has twenty Divisions, each 1 inch wide, 8¼ inches deep, 7 inches high, marked alphabetically, as shown in cut. Especially designed for temporary distribution of statements or bills. Also most convenient for small catalogues, price lists, etc.

A great convenience to the bookkeeper and the bill clerk.

Size outside, 22⅝ inches wide, 8½ inches deep, 8 inches high.

Packed three to a carton.

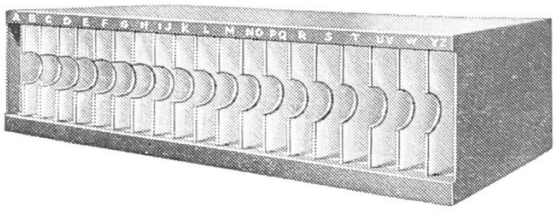
Shipping weight, about 45 pounds.

No. 74 ENVELOPE DISTRIBUTOR

A great postage saver. Stops leaks in the postage account and saves stenographer's time, in that only one envelope is addressed to one firm during the day instead of two or more to the same firm.

A saving of two cents per day for 312 working days means $6.25 per year. Now multiply.

The Distributor is made of wood and tarboard, covered with leatherette. Has twenty Divisions, each ¾ of an inch wide, 7 inches deep, 4⅛ inches high. Marked alphabetically.



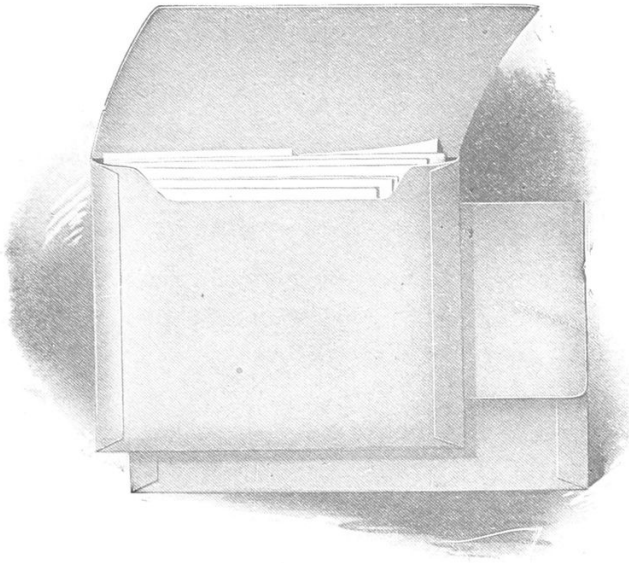
Size outside, 17⅝ inches wide, 7 inches deep, 5½ inches high.

Packed three to a carton.

Shipping weight, about 37 pounds.

SEE PRICE LIST

Envelopes That Are Durable
MANILA VERTICAL ENVELOPES



These large envelopes are convenient for unfolded letters, contracts, briefs, etc.

Also extensively used for plans, drawings, photographs and specifications.

WITHOUT TAPE—FLAT.

Packed 100 in a box

	Dimensions
No. 1111—Manila	9½x11¾
" 1112— "	9½x15
" 1121—Jute	9½x11¾
" 1122— "	9½x15

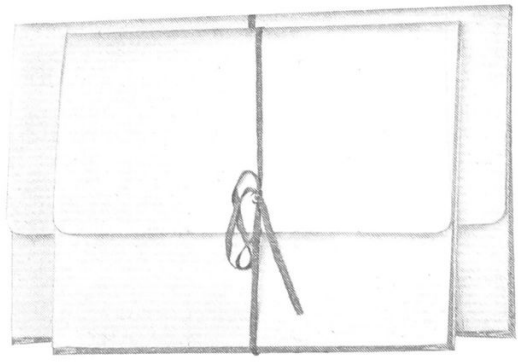
WITH TAPE FASTENING AND 1½ in. EXPANSION.

Packed 50 in a box

	Dimensions
No. 1131—Jute	9½x11¾
" 1132— "	9½x15

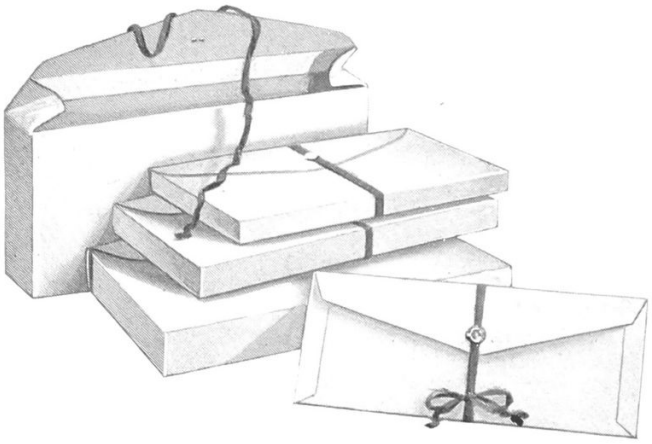
Shipping weight about 225 pounds per thousand.

These envelopes are of a very convenient size to be placed in letter or cap size Vertical Files.



SEE PRICE LIST

Envelopes That Are Durable
MANILA CONGRESS TIE ENVELOPES



Made of the best quality manila tagboard. Pink tape of durable texture secured to the flap with Globe brass fastener.

Can be supplied in colors subject to delay and at extra cost.

Order by number and thickness.

Envelopes one inch thick and under, packed two dozen in a package; over one inch in thickness, one dozen in a package.

Flat envelopes packed 100 in a box.

Size	EXPANSIONS					
	Flat	¼ in. Capacity	½ in. Capacity	1 in. Capacity	1½ in. Capacity	2 in. Capacity
No. 9— 9 x3⅞ inches	"	"	"	"	"	"
" 10— 9½x4 "	"	"	"	"	"	"
" 11—10 x4¼ "	"	"	"	"	"	"
" 12—10¾x4½ "	"	"	"	"	"	"

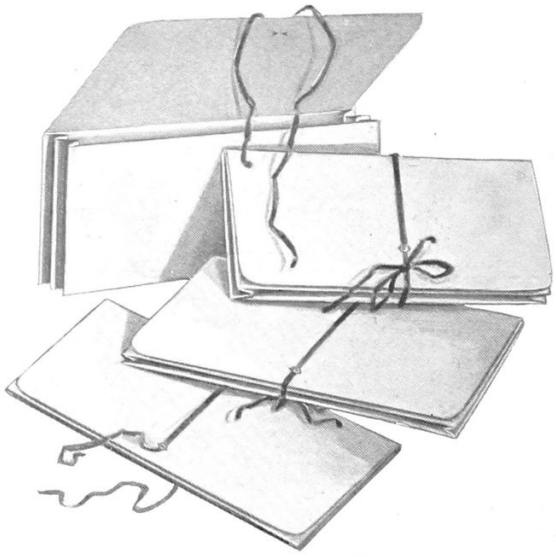
Shipping weight, about 100 pounds per 1,000.

MANILA CRUSHED ENVELOPES

Made of best quality manila tagboard, Pink tape of durable texture secured to flap with Globe brass fastener. Being made of one piece, this envelope has no weak points, and is, therefore, the strongest and best envelope of the kind to be had.

Can be supplied in colors subject to delay and at extra cost.

No.	Size	Expanding Capacity			
10—	9½x4 in.	½ in.	1 in.	1½ in.	2 in.
11—10	x4¼ "	"	"	"	"
12—10¾	x4½ "	"	"	"	"



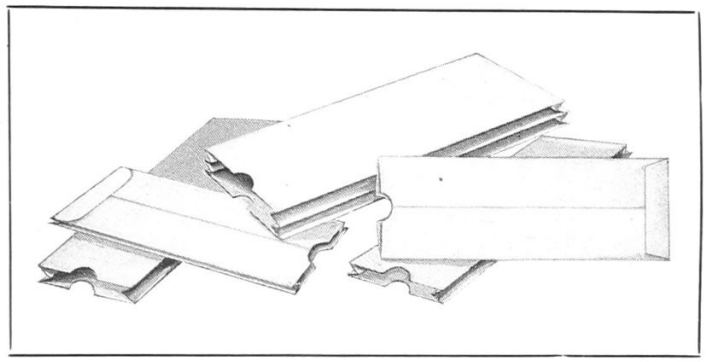
Packed 50 in a box.

Shipping weight, about 100 pounds per 1,000.

SEE PRICE LIST

Envelopes That Are Durable

MANILA LEGAL ENVELOPES—Open End



Made in one piece of best quality manila tagboard. Have no weak points, and are the strongest and best open end envelopes on the market. Can be supplied in colors subject to delay and at extra cost.

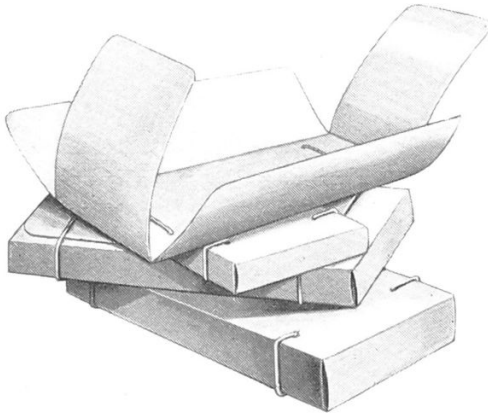
Size	Expanding Capacity				
No. 10— 9½x4 inches	Flat	½ in	1 in.	1½ inch	2 in.
" 11—10 x4¼ "	"	"	"	"	"
" 12—10¾x4½ "	"	"	"	"	"

Flat Envelopes packed 100 in a box. Other sizes packed 50 in a box.

Shipping weight, about 100 pounds per 1,000.

MANILA REVERSIBLE ENVELOPES

Adjustable to any thickness by means of elastic cords. Made of best quality manila tagboard, with brass eyelets and substantial elastic cords. Most popular document envelope made. Can be supplied in colors subject to delay and at extra cost.



Sizes

Regular Style—Plain.

	Size
No. 9— 9 x3⅞	inches
" 10— 9½x4	"
" 11—10 x4¼	"
" 12—10¾x4½	"

Use numbers below when ordering same envelopes but printed with stock form for Court Purposes.

	Size
No. 509— 9 x3⅞	inches
" 510— 9½x4	"
" 511—10 x4¼	"
" 512—10¾x4½	"

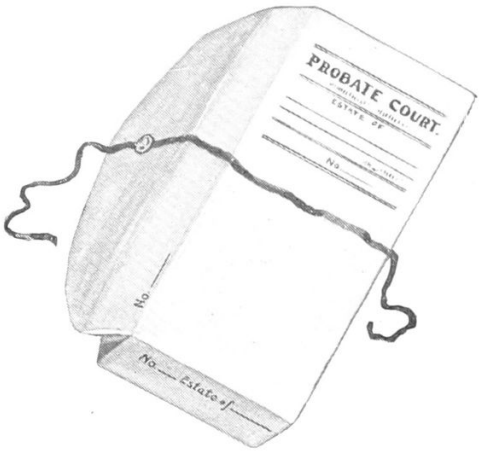
Packed 50 in a box.

Shipping weight, about 125 pounds per 1,000

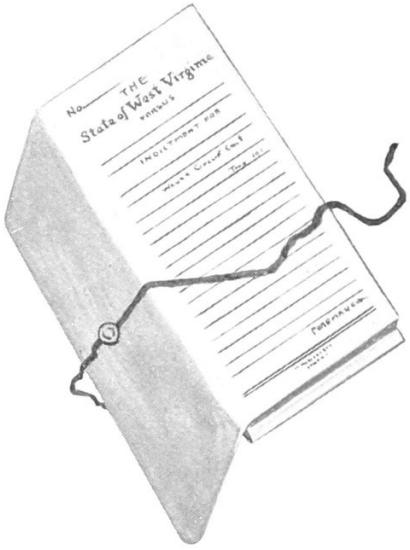
Envelopes That Are Durable

SPECIMENS OF PRINTED FORMS

Not carried in stock.



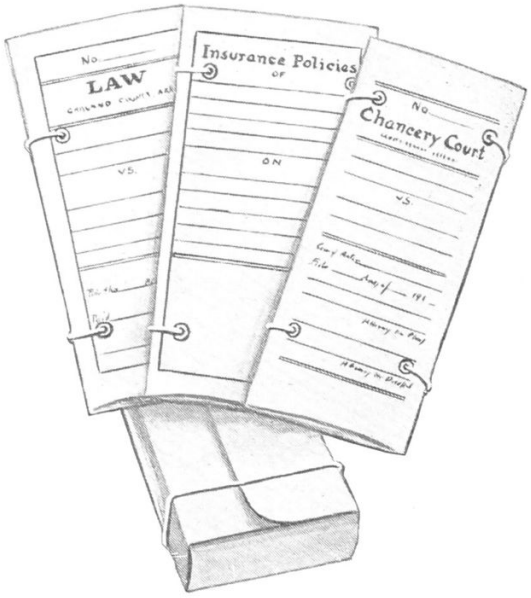
Congress Tie Envelope



Crushed Envelope

We print these forms when envelopes are in the flat, to secure the best results. Write us for estimates on special forms, sizes and styles.

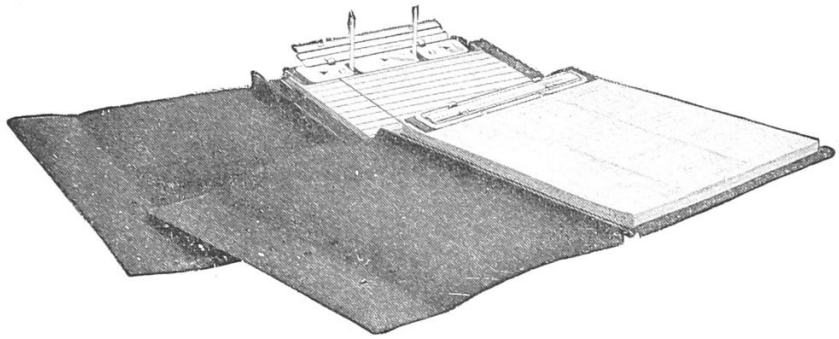
Legal Envelope



Reversible Envelope

"Nearleather" CORRESPONDENCE BINDERS

Patent applied for



Made of heavy "Nearleather". The binding edge is equipped with flexible metal tangs which pass through the papers. These Tangs are then folded down and securely held in place by a strong metal housing.

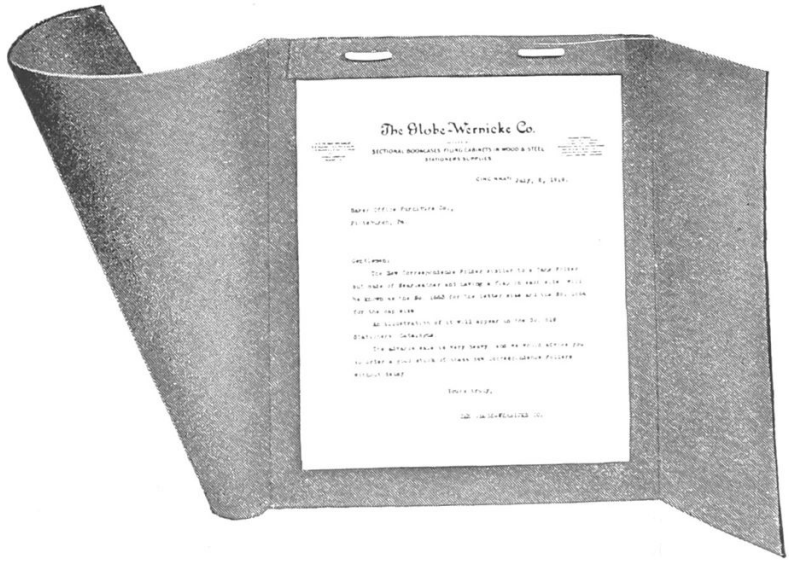
The Binder will hold about an inch of papers. Extensively used for contracts, specifications, briefs, pamphlets, etc and all kinds of documents which should be held together for convenient reference.

Packed 25 to a package.

No. 2663—Letter Size, 9½ x11¾ inches
" 2664—Cap " 9½x14¾ "

"Nearleather" CORRESPONDENCE FOLDERS

Double Fold Flap



Made of "Nearleather" and equipped with flexible metal tangs but without the metal housing. Papers are securely bound in book form. Especially useful for filing mercantile reports.

Packed 25 to a package.

No. 1663—Letter Size, 9½x11¾ inches
" 1664—Cap " 9½x14¾ "

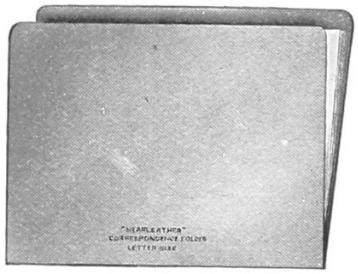
The Most Durable Envelopes Made

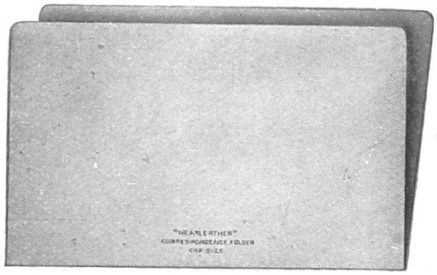
Globe-Wernicke Nearleather stock is tougher and stauncher than imitations and is always uniform in thickness and color. Rain, sleet or snow have no effect upon it.

"Nearleather" CORRESPONDENCE FOLDER

Superior to the Manila folder for Vertical Filing, being unusually tough and stiff, it will last many times longer.

Made in the flat and expansion styles. The expanding gusset at bottom maintains the proper height of folder front and back—no sagging or buckling.



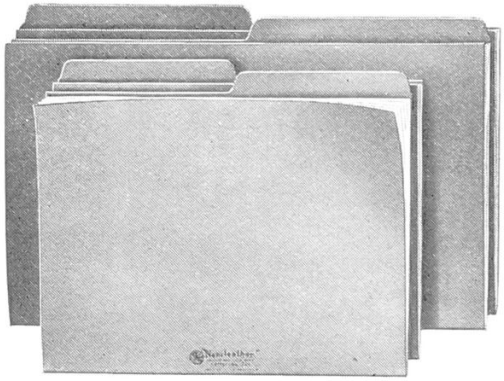


STRAIGHT EDGE FOLDERS

No. 1021 —Letter, 11¾x9½. Flat
" 1022 —Cap, 14¾x9½. Flat
" 1021½—Letter, 11¾x9½x1 in. Gusset
" 1022½—Cap, 14¾x9½x1 in. Gusset

Packed 100 in a box.

Shipping weight, 100 pounds per 1,000.



"Nearleather"

RIGHT AND LEFT TAB FOLDERS FLAT ONLY

No. 1321—Letter 11¾x9½ Flat
" 1322 - Cap 14¾x9½ "

Packed 100 in a box, half right, half left.
Shipping weight 100 pounds per thousand

"Nearleather" FLAT VERTICAL ENVELOPES

One Piece Construction—Without Tapes

Size	How Packed	Shipping Weight
No. 1610 — 9½x4 in.	100 to a box	About 60 lbs. per 1000
" 1611—11 x4½ "	" " "	" " " "
" 1612—12 x5 "	" " "	" " " "
" 1613—11¾x9½ "	" " "	" 200 " "
" 1614—15 x9½ "	" " "	" " " "

Flat Vertical Envelope

SEE PRICE LIST

The Most Durable Envelopes Made

"Nearleather" MAILING ENVELOPES WITH GUMMED FLAPS

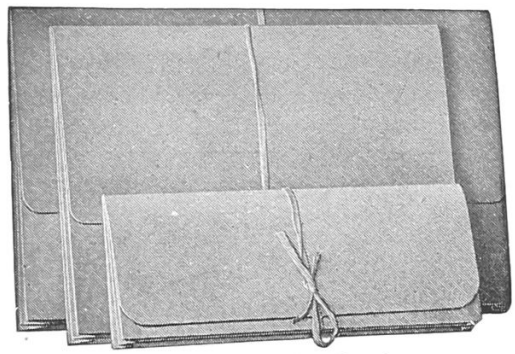
Flat Mailing Envelopes

The stock used is light in weight to keep the postage at a minimum but it is of extraordinary tough texture to insure maximum security in mailing.

	Size	How Packed	Shipping Weight
No. 2610—10	x4⅜ in.	100 to a box	About 60 lbs. per 1000
" 2611—11	x4½ "	" "	" " " "
" 2612—12	x5 "	" "	" " " "
" 2613—11¾	x9½ "	" "	" 200 " "
" 2614—15	x9½ "	" "	" " " "

"Nearleather" CRUSHED EXPANDING ENVELOPES

Used by business men for portfolio purposes. Waterproof, strong and durable.


Crushed Expanding Envelopes

Five Piece Construction—With Tapes

2-ply front and back. Cloth Reinforced Gusset at top. Extra strong.

Made in 1¾ in. expansion, packed 50 in a box.

" 3½ " " " 25 " "

	Size	Shipping weight per thousand	
No. 1710— 9½x4	inches	1¾ in. Expansion 150 pounds	3½ in. Expansion 160 pounds.
" 1711—11 x4½	"	" " " "	" " " "
" 1712—12 x5	"	" " " "	" " " "
" 2013—11¾x9½	"	" " 325 "	" " 400 "
" 2014—14¾x9½	"	" " " "	" " " "

Unless otherwise specified we will send 1¾ inch. expansion.

One Piece construction—With Tapes

CRUSHED EXPANDING ENVELOPES

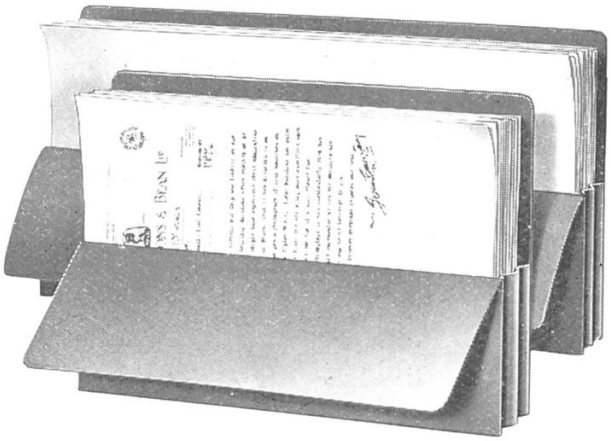
Made in 1½ inch. Expansion only

	Size	How Packed	Shipping Weight
No. 1013—11¾x9½	inches	50 to a box	About 250 pounds per thousand
" 1014—14¾x9½	"	" "	" " " " "

SEE PRICE LIST

The Most Durable Envelopes Made

"Nearleather" EXPANSIBLE FILE POCKETS



The size of this folder permits papers to be kept in a flat position, and as the end gussets extend but half way the height of the pocket, the contents can be freely examined, the flap being scored, and at the same time there is no danger of any of the papers being lost by slipping out at the ends.

Made in

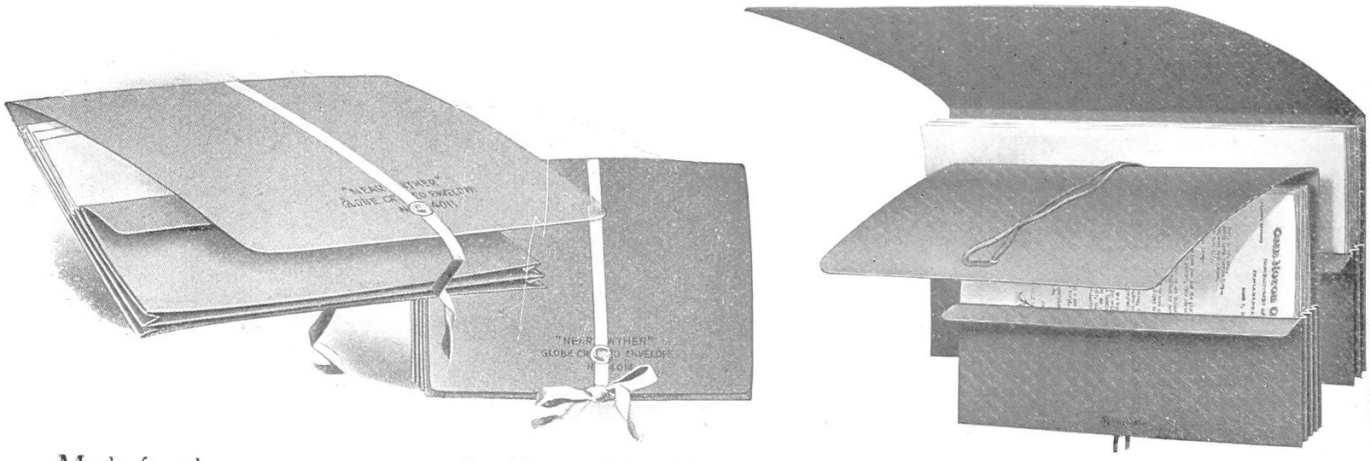
1¾ in. Expansion, packed 50 to a box, weight about 225 lbs. per thousand.
3½ " " " 25 " " " 300 " " "

No. 5011 9½ x 11¾ inches Letter Size
" 5014 - 9½ x 14¾ " Cap "

Unless otherwise specified we will send 1¾ inch expansion.

"Nearleather" EXPANSIBLE FILE POCKET

With Flap and Tape



Made for the same purpose as the Expansible File Pocket, but with the additional protection of flap and tape, so that contents can be carried from place to place with perfect safety.

Gussets reinforced with cloth.

Made in

1¾ in. Expansion, packed 50 to a box, weight about 225 lbs. per thousand.
3½ " " " 25 " " " 300 " "

No. 4011—9½ x 11¾ inches Letter Size
" 4014 9½ x 14¾ " Cap "

Unless otherwise specified we will send 1¾

SEE PRICE LIST

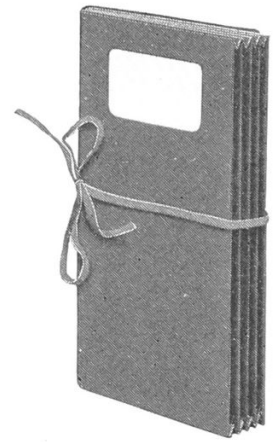
The Most Durable Envelopes Made

"Nearleather" CRUSHED ENVELOPES
with Removable Card

This style of envelope is adapted to holding papers relating to loans, estimates, policies, contracts, etc.

The record to contents of the envelope is provided for by a 2x3 inch removable card.

The gussets are reinforced with cloth, making an envelope of unusual strength and lightness.



Sizes

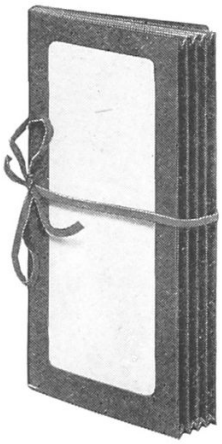
No.	Size	Expanding Capacity.
2010	9½x4 in.	1¾ in. or 3½ in.
2011	11 x4½ "	" " " "
2012	12 x5 "	" " " "

Unless otherwise specified we will send 1¾ inch expansion.

1¾ in. packed 50 in a box.
3 " " 25 " "

Shipping weight about 150 pounds per thousand.

"Nearleather" COLLATERAL ENVELOPES
with Removable Card



Record of contents can be written on removable card which is 10 inches long by 3½ inches wide.

When contents are changed a new card can be inserted between the cover and the lining.

Gussets reinforced with cloth.

Sizes

No.	Size	Expanding Capacity.
3011	11x4½ in.	1¾ in. or 3½ in.
3012	12x5 "	" " " "

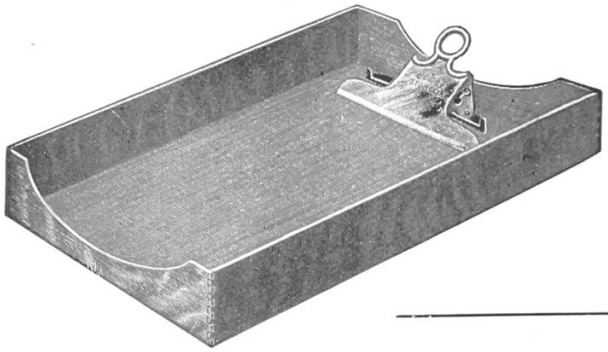
Unless otherwise specified we will send 1¾ inch expansion.

1¾ in. packed 50 in a box.
3½ " " 25 " "

Shipping weight, about 160 pounds per 1,000.

DESK TRAYS

Made of Quartered Oak, finished Antique, and also in Imitation of Mahogany.
All Wood Desk Trays are equipped with Felt Discs on bottom corners to prevent scratching the desks.



No. 1—WITH CLIP

Capacity Letter Size

Patented Sept 19, 1905

Size inside 14½ x 9¾ x 2½ inches.

Quartered Oak or Imitation Mahogany.

Shipping weight about 20 pounds per dozen

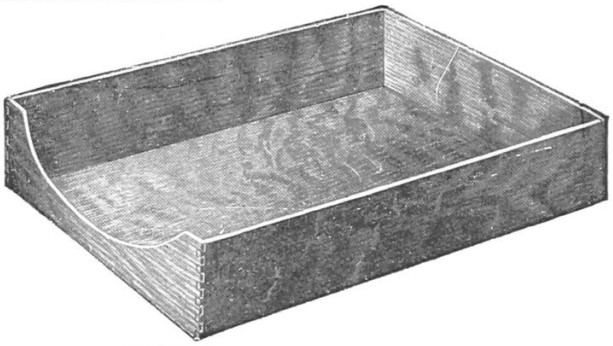
No. 2— LETTER SIZE

Size inside, 12x9¾x2½ inches.

Quartered Oak or Imitation Mahogany.

Shipping weight about 20 pounds per dozen

Packed six to a carton.



No. 4- CAP SIZE

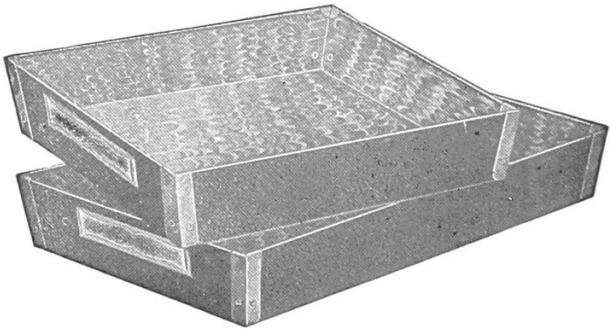
Size inside 14½x9¾x2½ inches

Quartered Oak or Imitation Mahogany

Packed six to a carton.

Shipping weight about 20 pounds per dozen

DESK TRAY No. 3



Made of binders' board, lined inside with comb marble paper, outside covered with black cloth with flaring sides and ends, permitting them to be nested closely for shipping.

Metal label holder on end, and corners strongly reinforced with metals, making a serviceable, handsome tray at a moderate price.

Dimensions on inside at bottom

Letter size, 9x11½ inches

Cap size, 9x14 inches

Extreme outside dimensions at top, 2 inches larger than above, each way.

Outside height of both Letter and Cap sizes, 2⅝ inches.

Nested one-half dozen in a box.

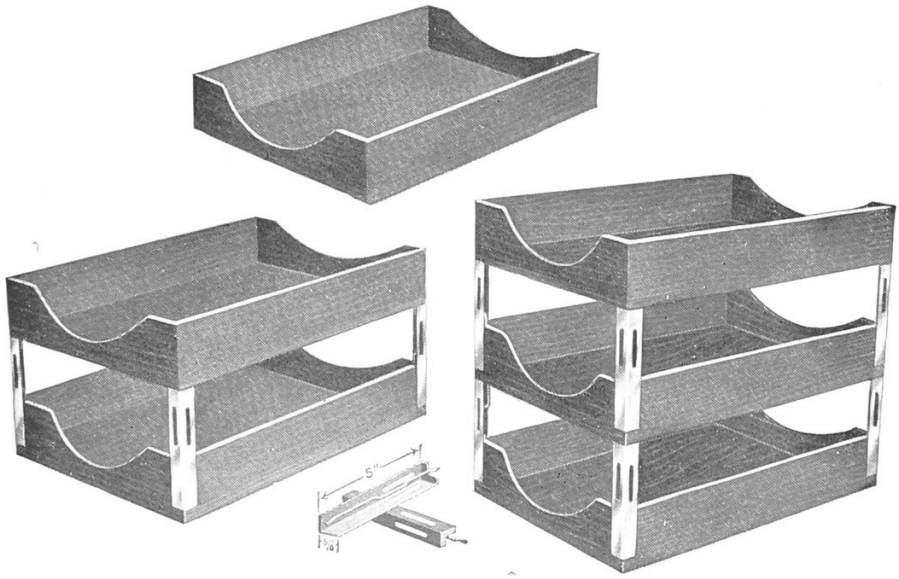
Shipping weight, about 25 pounds per dozen.

SEE PRICE LIST

METAL SUPPORTS FOR SECTIONAL DESK TRAYS

Finished Dull Brush Brass

Patented Jan. 24, 1911



Stacks of No. 4 Trays.

The Sectional Desk Trays are arranged to be fitted with four detachable supports which automatically clamp on the sides of the tray underneath. The tops of these supports engage in holes in the bottom of the tray above. These trays can be stacked as high as desired, using either Nos. 1, 2 or 4 style, which we carry in stock with holes already bored.

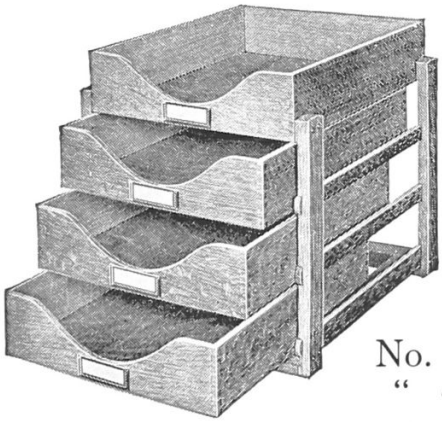
For description of the Nos. 1, 2 and 4 Desk Trays, see page 44. The above described metal parts are packed three sets (4 to a set) to a box.

DESK TRAY RACK

Letter & Cap Sizes

For Distributing Mail and All Correspondence.

Letter Size No. 42
Cap " No. 44



Consisting of one Desk Tray Rack, and four Desk Trays.

The skeleton frame is sturdily built—the top tray being secured in the frame, thus adding to the rigidity of the frame. The Desk Trays slide out on steel runners and each tray is fitted with a metal label holder.

Sizes Outside Overall

No. 42 Letter, 12½ in. deep by 11½ in. wide by 12½ in. high.
" 44 Cap 15⅜ " " " 11½ " " " 12½ " "

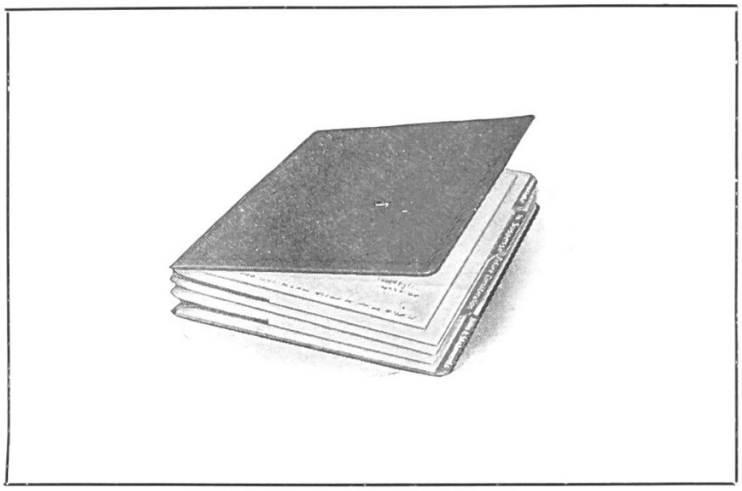
One outfit as described, packed complete, in a wooden case ready for use.

Shipping weight about 20 pounds.

Supplied in Quartered Oak Antique Finish or in Imitation Mahogany.

SEE PRICE LIST

DESK PORTFOLIOS



A useful, convenient and attractive receptacle, containing four compartments for the temporary care of letters and papers, with ample space for memoranda, bills, correspondence, etc., of which a daily or occasional reminder is desired. Can be used as a temporary file of ample expansion, and protects papers and letters from curious eyes and keeps desk clean.

Dimensions 10x12½ inches.

Style and Description

No. 1 Embossed Leatherette — With leaves made of heavy tag board having Manila pockets. Leatherette tabs labeled: "Immediate" "In Suspense" "Future Consideration" and "Bills and Statements."

Packed one-half dozen in a box.

SEE PRICE LIST

EVERY DAY AND LEGAL BLANK FILES

No. 3

These popular desk files are substantial and attractive. Papers may be filed by names or the lettered tabs may serve as an index to the use of the various compartments, such uses being noted on the index sheet inside of front cover.

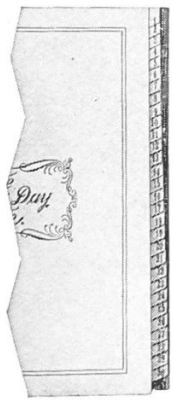
Gray pressboard covers, tagboard leaves. Dimensions, 10 x 12 inches.

Style No. 1—Indexed Alphabetically (20 leaves) similar to No. 3 illustrated above. Packed 6 in a box.
" " 2— " 1 to 31 (for days of month) similar to No. 4 illustrated below. " " " "

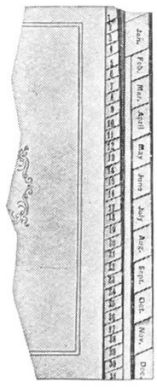
Gray cloth covers, substantially made, with gray tagboard leaves and cloth index tabs,—a better grade than Nos. 1 or 2.

Dimensions, 10x12 inches.

Style No. 3—Indexed Alphabetically (20 leaves). Packed 6 in a box.
" " 4— " 1 to 31 (for days of month). " " " "
" " 5— " 1 to 31 and January to December. Packed 3 in a box.
" " 6—Indexed Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Special. Packed 6 in a box.
" " 7—Legal Blank File, dimensions 10 x 15 inches, Indexed Alphabetically and also numbered 1 to 20. Packed 6 in a box.
" " 8—Indexed by States, dimensions10 x 12 inches, has fifty compartments arranged in two banks. Packed 2 in a box.
" " 9—A New Style—Ten compartments having blank nickled tabs—to be indexed as required, dimensions 10 x 12 inches. Packed 6 in a box.

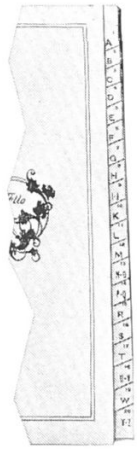


No. 4

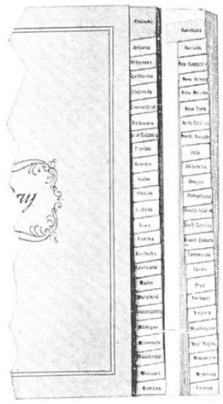


No. 5

No. 6



No. 7



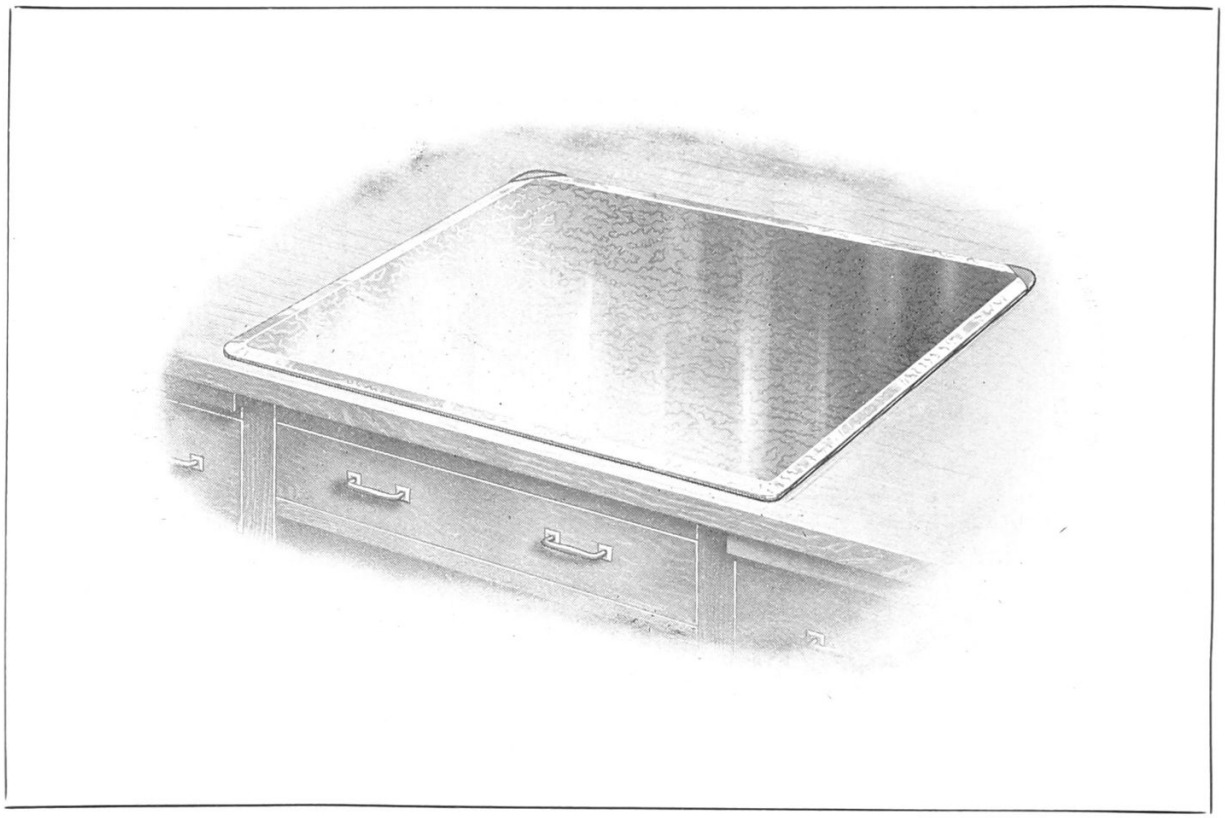
No. 8

No. 9

SEE PRICE LIST

No. 200 PLATE GLASS DESK PAD

Rounded Corners

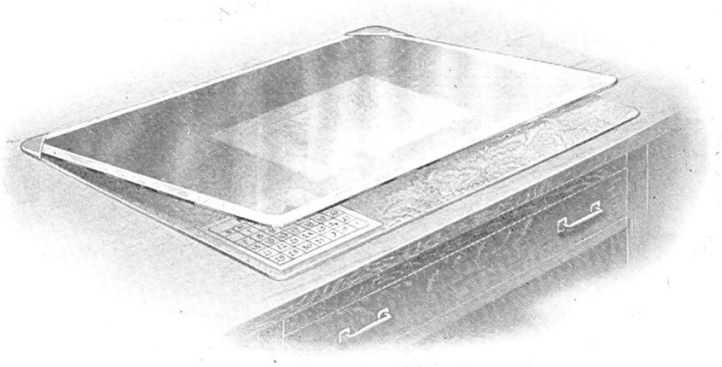


A Desk Pad with a Highly Polished Beveled Edge Plate Glass Top. It protects the desk and assures cleanliness, neatness and convenience.

The body of pad is flexible; the bottom is soft and velvety. The upper surface of the pad exposed through the glass is a daintily finished moire cloth of a brown shade to harmonize with the ooze retaining corners on the far side of the pad. As shown in illustration below, the plate glass top may be raised and a calendar, map or memorandum placed under it.

Size of pad - - - 18 x 24 inches

Each pad packed in heavy carton and then wrapped.

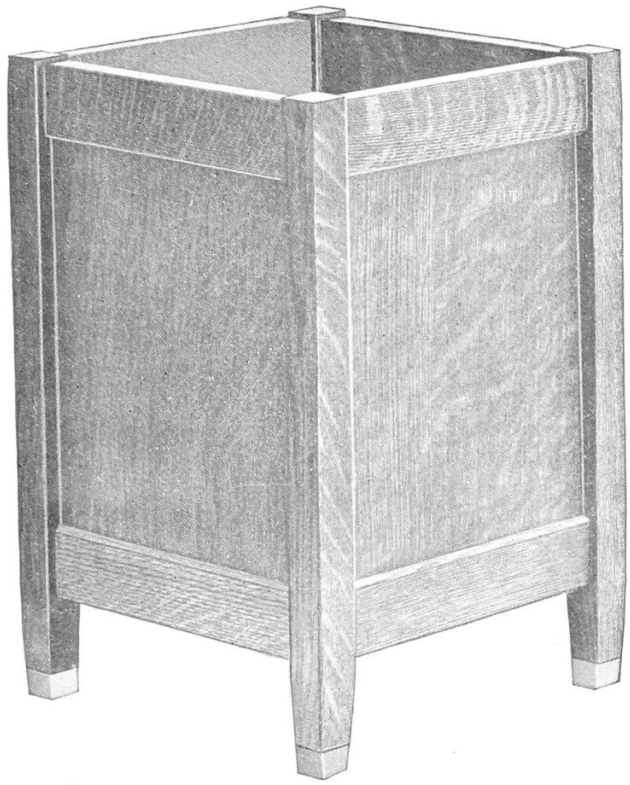


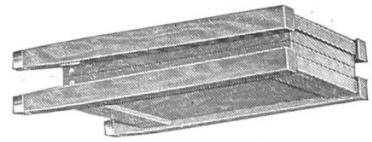
Shipped in Heavy Wooden Box, weight 30 pounds.

Shipping weight for six in heavy wooden box, 105 pounds.

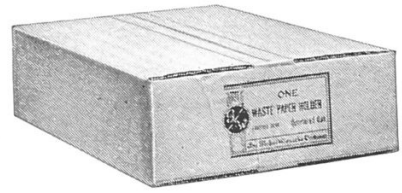
SEE PRICE LIST

WASTE PAPER BASKET





Knocked down for Shipment



Carton containing Waste Basket.

Handsomely designed to enrich the modern office and library. These baskets are made of Quarter sawed Oak, dull Antique finish, also of Imitation Mahogany, dull finish.

Fitted with sanitary leg base, having brush brass shoes at bottom.

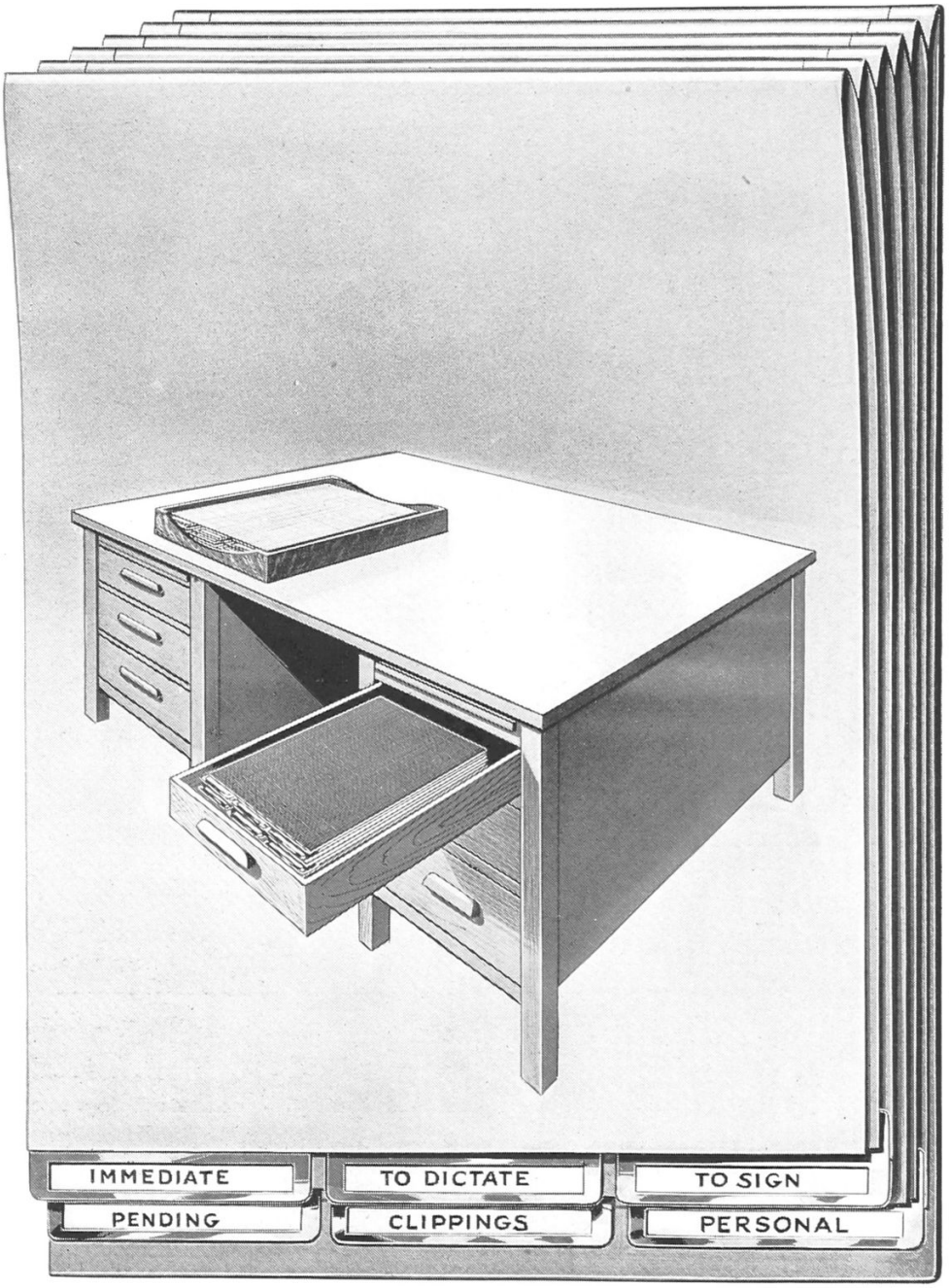
Made "Knock Down" construction for convenience in shipping, and can easily be set up.

	Dimensions
No. 1—Quartered Sawed Oak	12 in. x 12 in. x 18 in. high over all.
No. 1—Imitation Mahogany	" " " " " " "
No. 1—Imitation Walnut	" " " " " " "

Packed one in a carton. Shipping weight 10 pounds.

SEE PRICE LIST

G-W DESK FILE CAN BE USED ON A DESK—IN ANY DRAWER OF DESK OR IN A DESK TRAY



THE G-W DESK FILE

The G-W DESK FILE measures 9½ inches wide by 14 inches long, thus it is wider (insuring complete protection of papers filed), and in length it consumes much less desk room than similar devices now on the market.

The expanding back, an exclusive feature, is strongly reinforced, and while permitting maximum filing capacity of one inch for each compartment the metal tabs will never be out of alignment whether pockets are filled to capacity or empty.

Cover and leaves flexible.

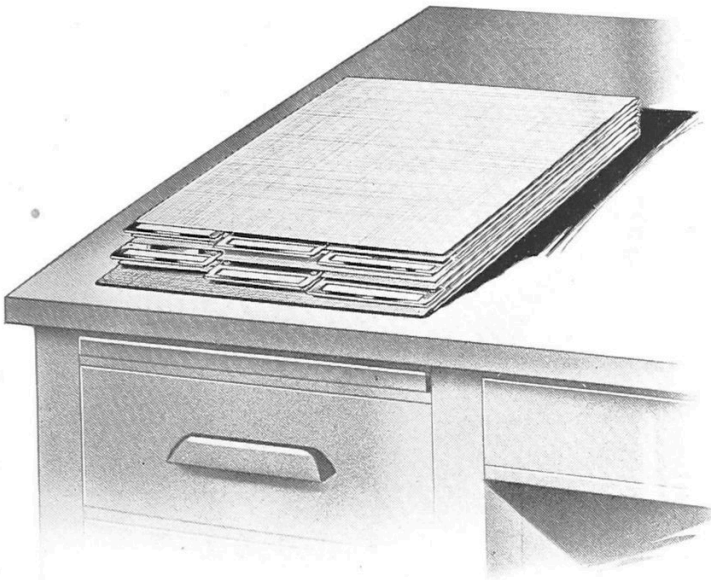
The metal tabs afford an unusually large writing space—the blank or labeled card being protected by a celluloid window.

Made in two grades, each in six and twelve pocket capacity as follows:

Pattern No.	Number of Compartments	Material
112	12	Genuine Leather Top Cover with "Nearleather" index.
106	6	
212	12	Green Leatherette Cover with "Nearleather" index.
206	6	

G-W DESK FILE
ORDER IS THE FIRST LAW OF THE UNIVERSE
KEEP YOUR DESK CLEARED FOR ACTION

The G-W Desk File will promote method and efficiency in planning the daily routine of your desk work as it affords a definite and convenient temporary housing for all important papers and memoranda found on every executive's desk.



The Six Pocket File

With indexed expanding compartments it provides a place for each group or class of important papers.

There are two sizes of files, one with six pockets, the other with twelve. Each compartment has a nickel tab or label holder. The metal tabs may be labeled to serve the needs of any individual. The following list represents a standard daily practice for a six pocket G-W. Desk File:

1	2	3
Immediate	Matters Pending	To Dictate
4	5	6
To Sign	Clippings	Personal

SUGGESTION FOR A TWELVE POCKET FILE

1	2	3
Immediate	Matters Pending	To Dictate
4	5	6
To Sign	Invoices	Bills of Lading

(Balance may be indexed Alphabetically)

A-E	F-K	L-P
Q-R	S-T	U-Z

Compartments may be assigned to—"Salesmen's Reports," "Branch House Reports," or "Current Data" of any kind which must be referred to frequently.

The Twelve Pocket File

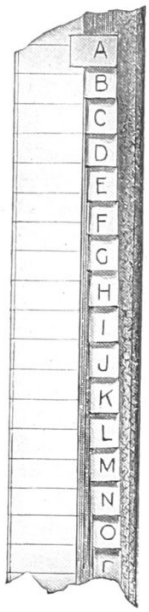
The G-W Desk File is not limited for use on top of a desk but it is advantageously used in a desk drawer (see illustration opposite) thus you keep your desk constantly cleared for action, and papers are kept away from prying eyes.

Another excellent use is in a G-W No. 4 Cap Size Desk Tray (see illustration opposite). The usual practice is to throw papers "any old way" into a desk tray. Here you have an efficient desk file made to fit in a Cap Size Desk Tray, offering a suitable receptable for holding the File, hence your papers are filed in the order as needed—not so with an ordinary desk tray.

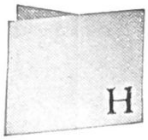
GLOBE INDEX TABS

Blank Tabs, Alphabetical Tabs or Alphabetical Tabs covered with celluloid

Gummed Ready for Use



No. 2



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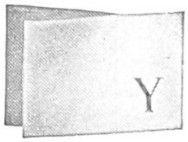
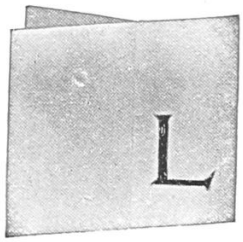


No. 6

No. 8

No. 10



No. 12

These tabs designed specially for the marginal indexing of blank books, are furnished to project from the edge of leaf. The different sizes are identical with those shown in above cuts. Made of gray vellum, lettered in black the same on both sides. Alphabetical tabs--(put up in envelopes)--26 letters to each set. Blank tabs put up 100 tabs to an envelope.

Also furnished with the projecting portion covered with green celluloid.

No. 2 is Blank	No. 2-A is Alphabetical	No. 2-A. C. is Alpha. Celluloid
" 4 " "	" 4-A " "	" 4-A. C. " " "
" 6 " "	" 6-A " "	" 6-A. C. " " "
" 8 " "	" 8-A " "	" 8-A. C. " " "
" 10 " "	" 10-A " "	" 10-A. C. " " "
" 12 " "	" 12-A " "	" 12-A. C. " " "

Alphabetical tabs---Not less than 6 sets of a size and kind sold.
Blank " " " " 100 of a size and kind sold.

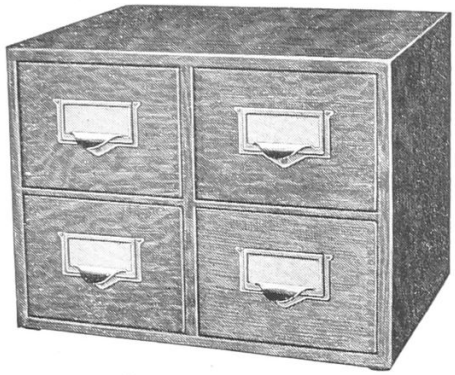
BLANK VELLUM INDEX STRIPS

Blank Strips Six Inches Long to be cut by user to size required.
One hundred strips of a size packed in a box.

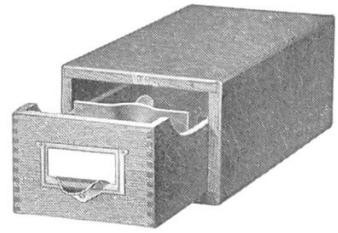
No. 606 same character tab as 6
No. 608 " " " " 8
No. 610 " " " " 10

SEE PRICE LIST

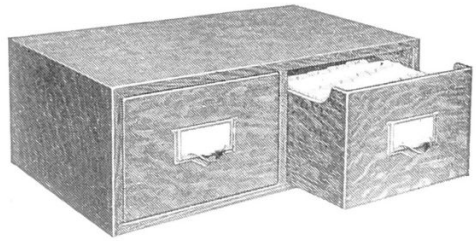
UTILITY CARD INDEX CABINETS



Four Drawer Cabinet



Single File Cabinet



Two Drawer Cabinet

While made for keeps, these Utility Card Index Cabinets are also long on looks. Instead of being clumsy affairs that are awkward to carry, they immediately appeal to the user who desires a light, but durably-built cabinet, easy to handle.

The steel enameled follower, which rigidly supports the cards, glides easily and noiselessly when released on a counter-sunk rod. If you enjoy using attractive and efficient business tools, you will O. K. the Utility Card Index Cabinets.

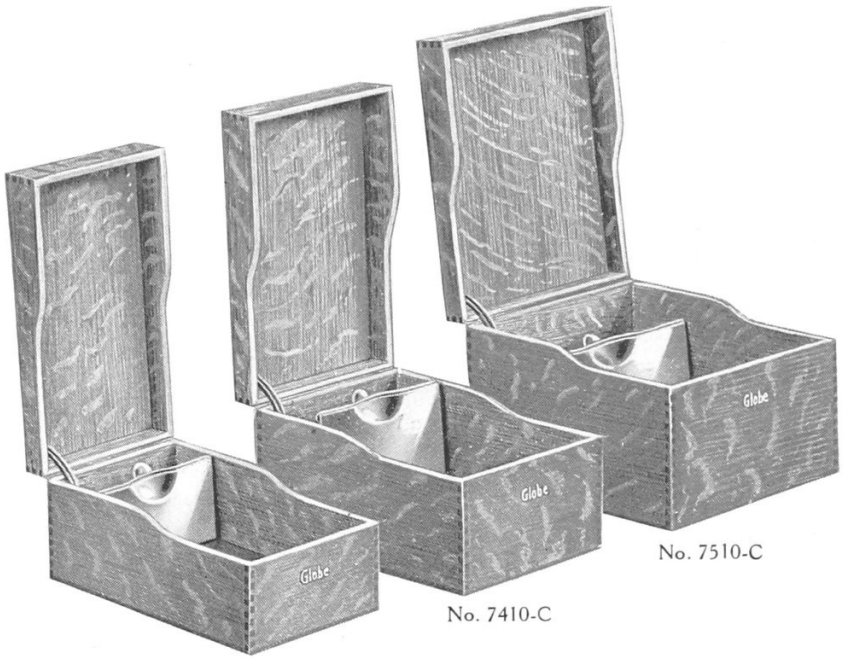
Oak, Wax finish, Brush Brass Hardware.

For 3x5, 4x6 and 5x8 inch card.

	Outside Dimensions			
	High	Wide	Deep	
No. 135-U. contains 1 file, for 3x5 cards.....	5 in.	6¾ in.	12⅜ in.	Packed two in a carton.
" 235-U. contains 2 files, for 3x5 cards.....	5 "	13 "	12⅜ "	" one " "
" 435-U. contains 4 files, for 3x5 cards.....	9¼ "	13 "	12⅜ "	" one " "
No. 146-U. contains 1 file, for 4x6 cards.....	6 in.	7¾ in.	12⅜ in.	" two " "
" 246-U. contains 2 files, for 4x6 cards.....	6 "	15 "	12⅜ "	" one " "
" 446-U. contains 4 files, for 4x6 cards.....	11¼ "	15 "	12⅜ "	" one " "
No. 158-U. contains 1 file, for 5x8 cards.....	7 in.	9¾ in.	12⅜ in.	" two " "
" 258-U. contains 2 files, for 5x8 cards.....	7 "	19 "	12⅜ "	" one " "

SEE PRICE LIST

PEERLESS CARD INDEX CASES

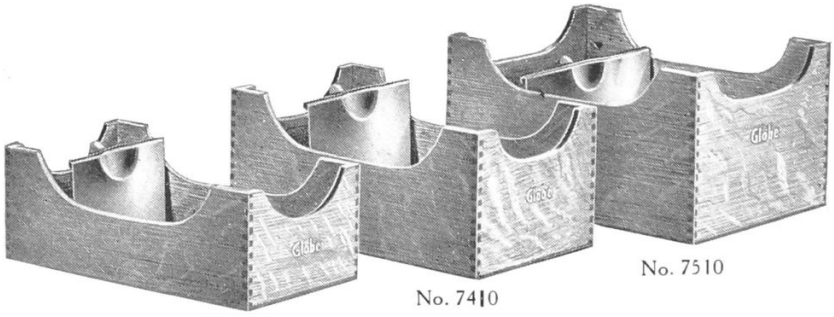


No. 7310-C No. 7410-C No. 7510-C

Made of Quartered Oak, Antique finish, and Imitation Mahogany. Substantially built, beautifully finished, lock joint corners. Each tray fitted with a steel follower. Trays with hinged covers are fitted with quadrants for supporting lid.

When finish is not specified, Oak will be sent.

No. 7310	For 3x5 Cards,	Without Cover, 10 inches long	Empty
" 7310-C	" " "	With Cover, 10 " "	Empty
No. 7410	For 4x6 Cards,	Without Cover, 10 inches long	Empty
" 7410-C	" " "	With Cover, 10 " "	Empty
No. 7510	For 5x8 Cards,	Without Cover, 10 inches long	Empty
" 7510-C	" " "	With Cover, 10 " "	Empty

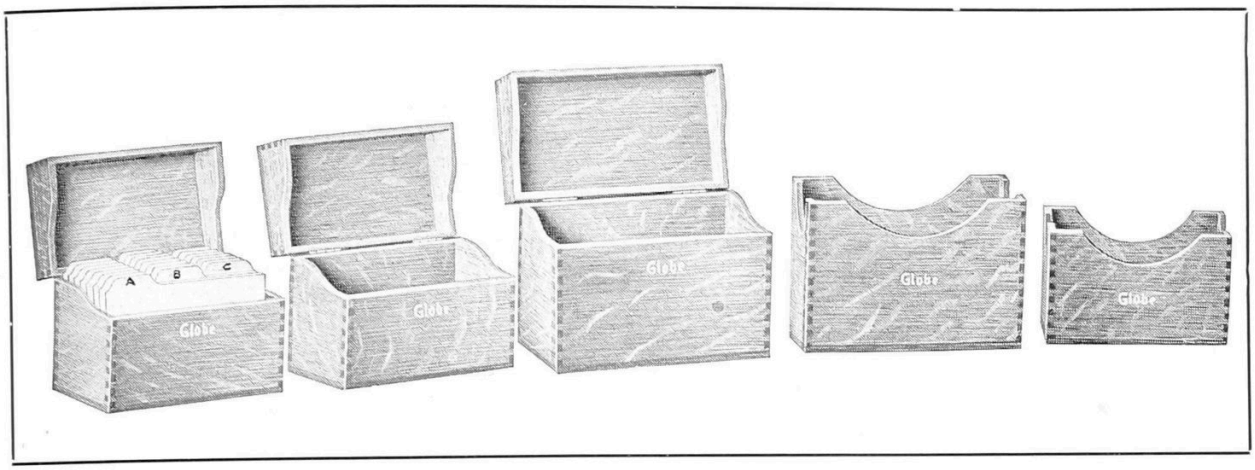


No. 7310 No. 7410 No. 7510

Guides and Record Cards for use in these Cases will be found described on the last pages of this book.

SEE PRICE LIST

JUNIOR CARD INDEX OUTFITS



Made of Quartered Oak, Antique finish, and Imitation Mahogany. Corners made with lock joints. Especially handy for addresses, membership records, etc., and as a daily reminder of important things requiring attention. Capacity, 250 cards.

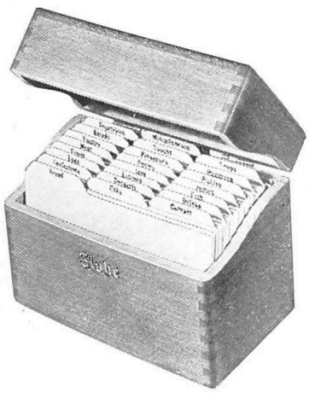
Made in three sizes, 3x5, 4x6 and 5x8.

When finish is not specified, Oak will be sent. Packed 3 in a box.

No. 83	For 3x5 Cards Without Cover	Empty	2¾ in.	3⅛ in.
" 83-C	" " " With "	Empty	2¾ in.	3⅛ in.
" 84	For 4x6 Cards Without Cover	Empty	3¼ in.	3⅝ in.
" 84-C	" " With "	Empty	3¼ in.	3⅝ in.
" 85-C	" 5x8 Cards " "	Empty	4 in.	4½ in.

No. 85 Made only with cover

Guides and Record Cards for use in these cases will be found described on the last pages of this book.



COOKING RECIPE OUTFIT

Outfit consists of 1 tray; 1 set of 23 Classified Guides, Indexed Bread, Cake, Cereals, etc., and 100 High Grade Bristol Stock Ruled Cards, Form 1-S

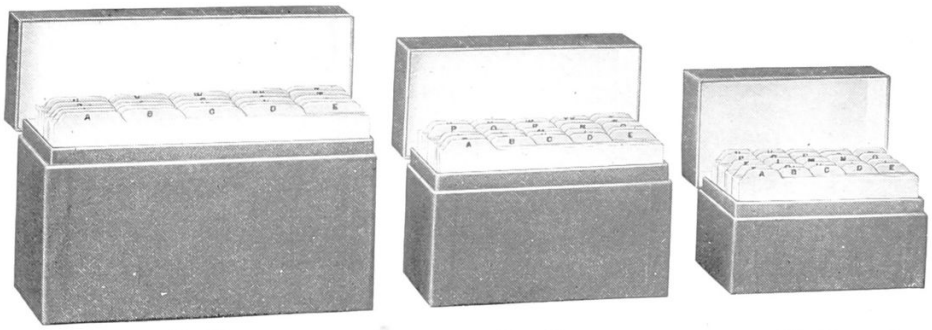
These Guides can be furnished either with or without celluloid tabs. Unless celluloid tabs are specified plain tabs will be supplied on orders.

Packed three in a box.

No. 83-C-D	With Covers	For 3x5 Cards
" 84 "	" "	For 4x6 "

SEE PRICE LIST

ACME CARD INDEX CASES



No. 58 No. 46 No.35

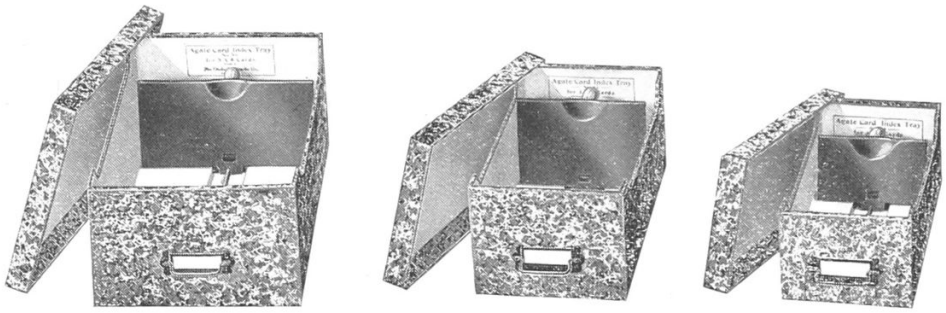
Made of binders' board, covered with black cloth. All boxes are 2¾ inches deep inside.

No. 35 Acme —Empty Boxes
" 46 " — " "
" 58 " — " "

Wrapped three in a package

Guides and Record Cards for use in these cases will be found described on the last pages of this book.

AGATE CARD INDEX CASES



Tray is handsomely made of heavy binders' board, with wood bottom, covered with agate marbled paper and fitted with an ingenious steel follower, which by a slight pressure of lever can be released and moved forward or backward without friction; also fitted with combined label holder and pull.

Capacity, 1,000 cards.

Guides and Record Cards for use in these cases will be found described on the last pages of this book.

No. 93	Agate	For 3x5 Cards	Empty	Packed twelve in a carton
No. 94	"	For 4x6 Cards	Empty	" six " "
No. 95	"	For 5x8 Cards	Empty	" six " "
No. 99	"	For $4\frac{1}{16}$x9 Cards For check file guides	Empty	" six " "

Length of Tray 11⅞ inches Outside, except the No. 99 which is 15½ inches long outside.

No. 99 CHECK FILE GUIDES WITHOUT TONGUE

For No. 99 Agate Tray

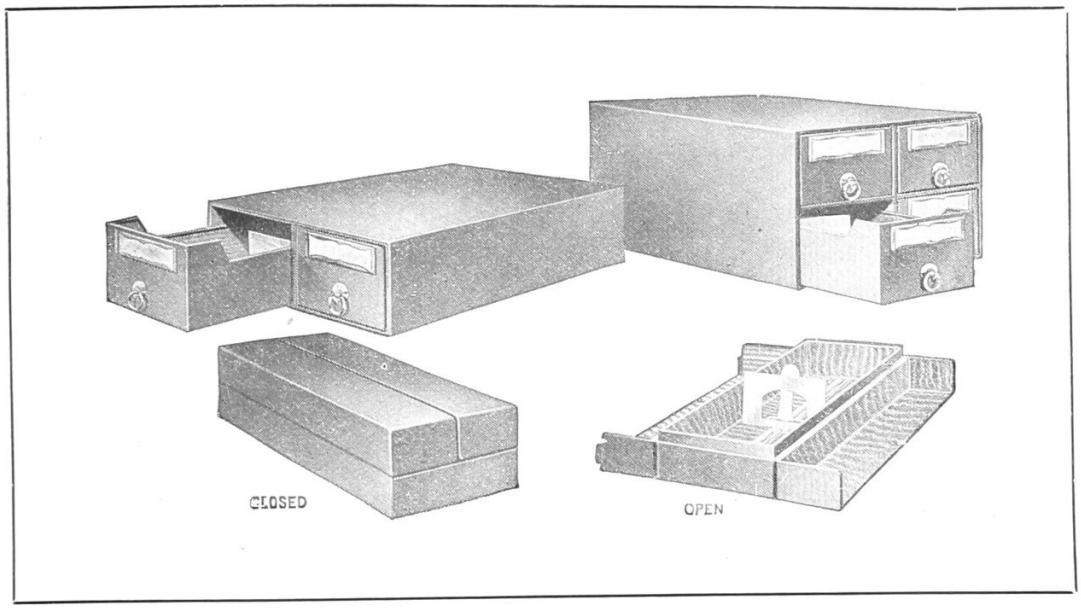
Specify whether an Alphabetical, Monthly, Daily or Blank set is wanted
Sizes 9 inches wide by $4\frac{1}{16}$ inches high overall.

Supplied in
Alphabetical 25 to a set.
Monthly (Jan. to Dec.) 12 to set.
Daily (1-31) 31 to a set.

SEE PRICE LIST

THE PILOT CARD INDEX CASES

For 3x5 and 4x6 Cards



The Pilot Tray is strongly built of extra heavy binders' board, covered with black cloth and fitted with a metal follower of improved mechanism which slides on round rod sunk below the level of the drawer bottom, and supports the cards and the guides in upright position. Made in five sizes as follows:

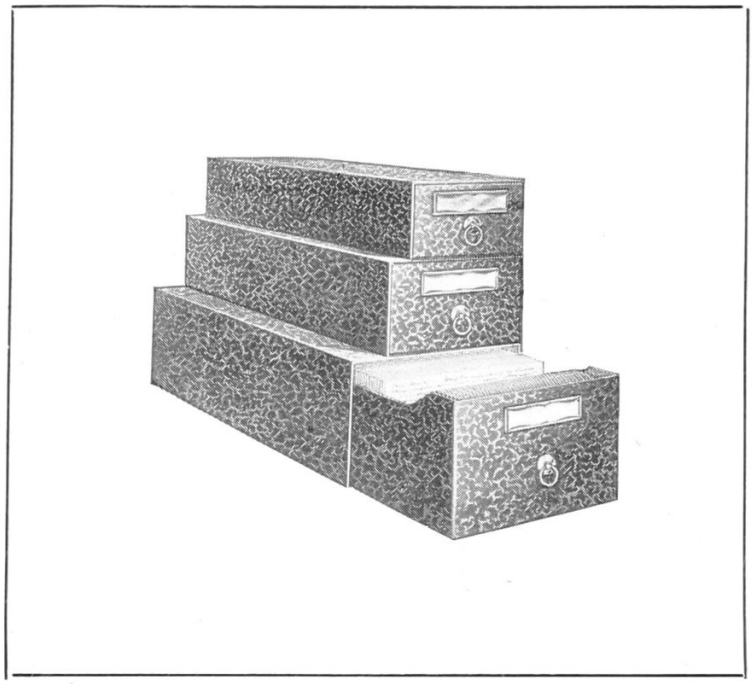
No.	Outside Dimensions Long	Wide	High				
9135—Single Tray, for 3x5 cards	12½ in.	5⅞ in.	4¼ in.	packed	four	in a	carton
9235—Two Trays, "	16¼ "	11¾ "	4½ "	"	two	"	"
9435—Four Trays, "	16¼ "	11¾ "	8⅞ "	"	one	"	"
9246—Two Trays, for 4x6 cards	16¼ "	13¾ "	5½ "	"	two	"	"
9446—Four Trays, "	16¼ "	13¾ "	10⅞ "	"	one	"	"

The Single Tray as shown in cut, has drop lids attached to sides.

SEE PRICE LIST

CARD INDEX STORAGE CASES—TARBOARD

For 3x5, 4x6, 5x8 and 6x9 Cards



Made in telescope box style of heavy tarboard, covered with marbled paper.

This style of case is preferable to one with lid, for the reason that when stacked up one above another it is not necessary to raise or remove the upper case in order to get at the contents of the lower one.

No. 35 Card Index Storage Case for 3x5 Cards
" 46 " " " " " 4x6 "
" 58 " " " " " 5x8 "
" 69 " " " " " 6x9 "

	Deep	Wide	High	Shipping weight Per Dozen
No. 35, outside	15 inches	5⅝ inches	3¾ inches	17 pounds
" inside	14½ "	5⅛ "	3⅜ "	"
No. 46, outside	15 "	6⅝ "	4¾ "	23 pounds
" inside	14½ "	6⅛ "	4⅜ "	"
No. 58, outside	15 "	8⅜ "	5¾ "	55 pounds
" inside	14½ "	8⅛ "	5⅜ "	"
No. 69, outside	15 "	9¾ "	7 "	65 pounds
" inside	14½ "	9⅛ "	6½ "	"

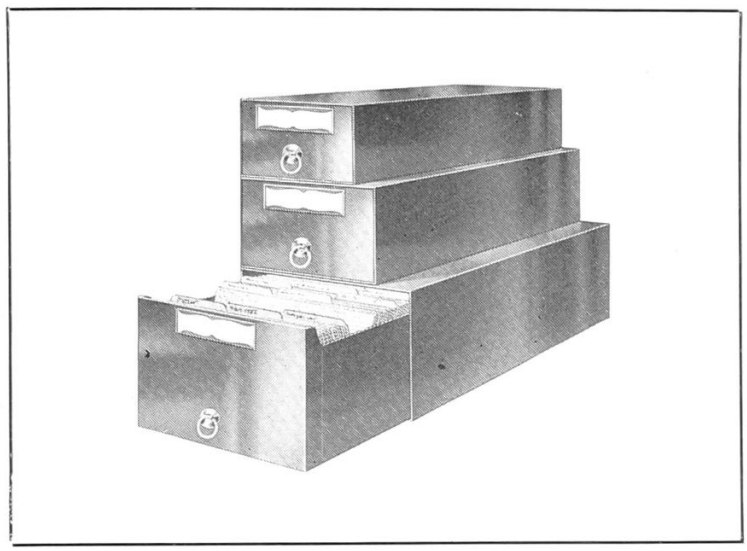
Nos. 35 and 46 Card Index Storage Cases packed one dozen to a carton.

Nos. 58 and 69 packed one-half dozen to a carton.

SEE PRICE LIST

STEEL CARD INDEX STORAGE CASES

For 3x5, 4x6 and 5x8 Cards



Made in telescope box style of steel.

These cases are the same as those on preceding page but made of steel instead of tarboard. When stacked one above the other, the drawers are easily removed which is impossible with storage cases having lids.

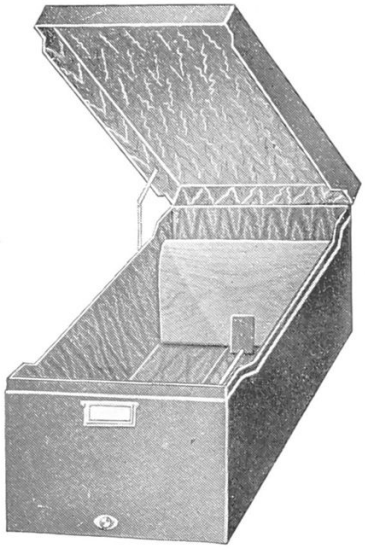
No. 1135 Steel Card Index Storage Case for 3x5 Cards
" 1146 " " " " " " 4x6 "
" 1158 " " " " " " 5x8 "

	Deep	Wide	High	Shipping weight Per Dozen
No. 1135, outside	15 inches	$5\frac{9}{16}$ inches	$3\frac{3}{4}$ inches	17 pounds
" inside	$14\frac{3}{4}$ "	$5\frac{1}{8}$ "	$3\frac{7}{16}$ "	"
No. 1146, outside	15 "	$6\frac{9}{16}$ "	$4\frac{29}{32}$ "	23 pounds
" inside	$14\frac{3}{4}$ "	$6\frac{1}{8}$ "	$4\frac{7}{16}$ "	"
No. 1158, outside	15 "	$8\frac{9}{16}$ "	$5\frac{29}{32}$ "	55 pounds
" inside	$14\frac{3}{4}$ "	$8\frac{1}{8}$ "	$5\frac{7}{16}$ "	"

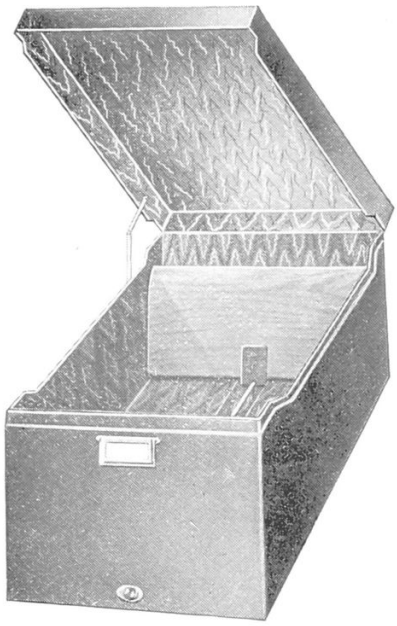
All are packed one-half dozen to a carton.

SEE PRICE LIST

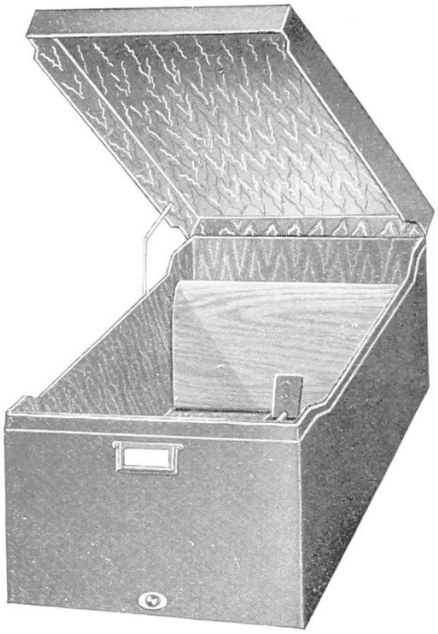
CLOTH COVERED VERTICAL FILE TRAY



No. 380—Bill Size



No. 381—Letter size.



No. 382—Cap size.

These trays are made of heavy binders' board, covered with black cloth and lined with marbled paper.

They have all the inside equipment of a regular Vertical Filing Cabinet, including follower block, rod counter sunk in bottom of tray on which the Guides slide and a metal brace connecting the cover with the box proper, which supports the lid when the box is open.

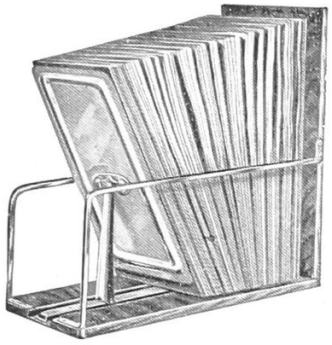
	Outside Dimensions			Inside Dimensions		
	Long	Wide	High	Long	Wide	High
No. 380 V. B. Vertical File Tray . .	17⅞ in.	10¼ in.	9⅛ in.	16⅞ in.	9⅜ in.	8⅞ in.
No. 381 V. L. Vertical File Tray . .	17⅞ "	12⅞ "	11⅜ "	16⅞ "	12 "	11⅛ "
No. 382 V. C. Vertical File Tray . .	17⅞ "	15⅜ "	11⅜ "	16⅞ "	14½ "	11⅛ "

Packed singly in cartons

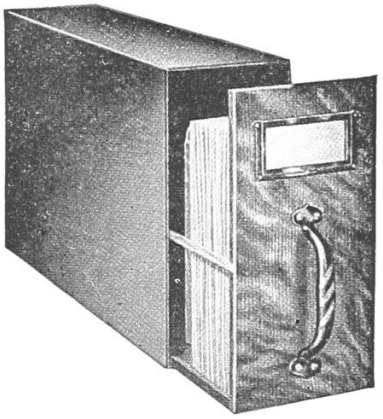
SEE PRICE LIST

GLOBE DOCUMENT FILES

For papers 9⅞ x 4½ inches and under.



Globe Document File Open Showing Follower with Compressor Released.



No. 2 Globe Document File with Jacket.

These files have Quartered Oak fronts, Antique finish, bottoms of hardwood; Steel followers, with clamp attachment and fitted on outside with brush brass label holders and handles.

Extensively used in court-houses and public buildings, where constant service proves their substantial wearing qualities.

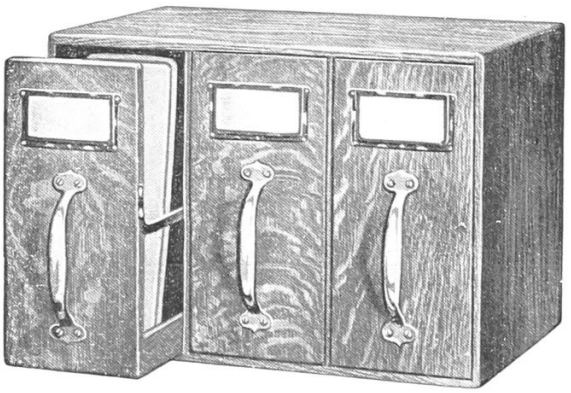
Jackets are made of heavy tarboard, reinforced cloth edges and covered with black morocco paper.

		Outside Dimensions		
No. 2 Globe Document Files	without Jackets	12 in. long,	5 in. wide	10½ in. high.
" 2 " " "	with "	12 3/16 " "	5 5/16 " "	10⅞ " "

Shipping weight, about 100 pounds per dozen.

No. 294 and 394 DOCUMENT CASES

No 294 Document Case



No. 394 Document Case

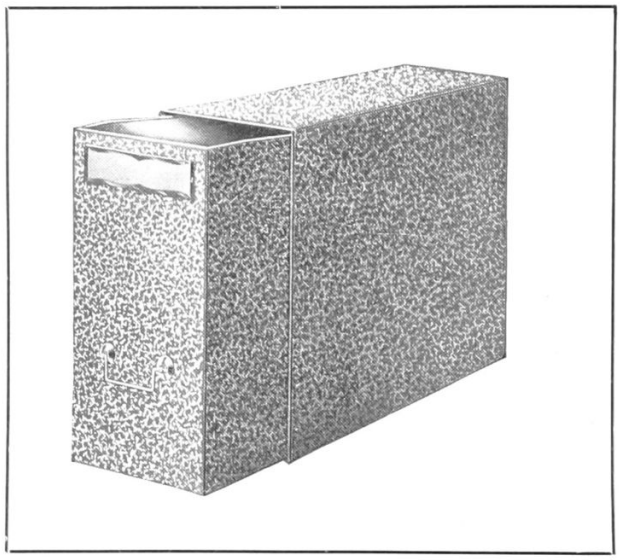
These cases are in the same substantially made class as those above having ½-inch Quartered Oak sides and top, and back of 5/16-inch 3-ply, built up stock, with Quartered Oak face. The entire exterior is finished Antique dull.

	Outside Dimensions			Shipping Weight
	Long	Wide	High	Each
No. 294 Document Case .	12⅜ in.	11 5/16 in.	11 9/16 in.	30 pounds
" 394 " " .	12⅜ "	16 9/16 "	11 9/16 "	45 "

Packed one in a carton.

SEE PRICE LIST

DOCUMENT FILE STORAGE CASE No. 102



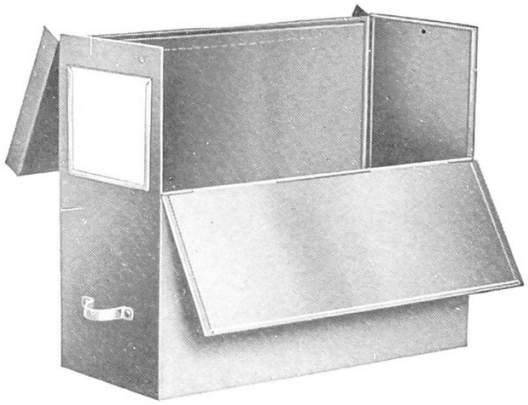
Made in telescope box style, of heavy binders' board, covered with marbled paper and fitted with metal label holder and drop pull.

Dimensions, outside $12\frac{3}{16}$ inches deep, $5\frac{3}{8}$ inches wide, $10\frac{7}{8}$ inches high; inside $11\frac{5}{8}$ inches deep, $4\frac{3}{4}$ inches wide, $10\frac{7}{16}$ inches high.

Shipping weight, 70 pounds per dozen. Packed six in a carton.

No. 1191 STEEL STORAGE CASE

Closed



Open

Made of selected cold rolled steel, constructed without rivets or solder. Finished in durable enamel, olive green color.

Dimensions over all, $12\frac{5}{8}$ inches long, $5\frac{1}{16}$ inches wide, $10\frac{1}{2}$ inches high.

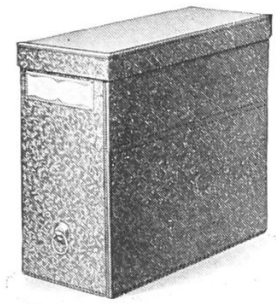
Inside dimensions, 12 inches long, $4\frac{5}{8}$ inches wide, $10\frac{3}{8}$ inches high.

Packed three to a carton.

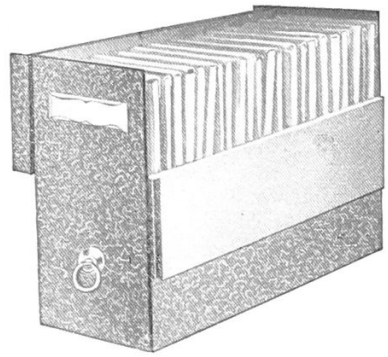
Shipping weight, 70 pounds per dozen.

SEE PRICE LIST

STORAGE CASES



No. 590
Bill Size



No. 591
Letter Size

No. 592
Cap Size

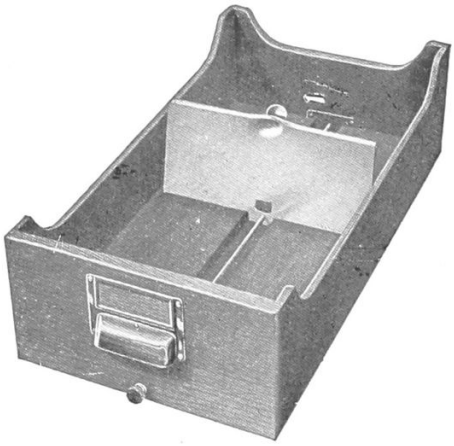
Made of heavy binders' board covered with marbled paper and fitted with metal label holder and ring pull. Adapted to holding vertical folders as well as papers transferred from document files.

Made in Bill, Letter and Cap sizes.

				Dimensions inside,	
No. 590	Bill	Storage	Case,	10 in. long x 4¾ in. wide x 8⅜ in. high,	packed six to a carton
" 591	Letter	"	"	12⅛ in. long x 4¾ in. wide x 10⅛ in. high,	" " "
" 592	Cap	"	"	15⅛ in. long x 4¾ in. wide x 10⅛ in. high,	" " "

SEE PRICE LIST

CHECK FILE No. 149



Made of Quartered Oak, dull antique finish—with the finish on the inside as well as the outside.

The follower block is made of steel, with a spring clutch that grips the counter-sunk rod firmly, thereby holding the contents always erect. When released, the follower slides easily and noiselessly.

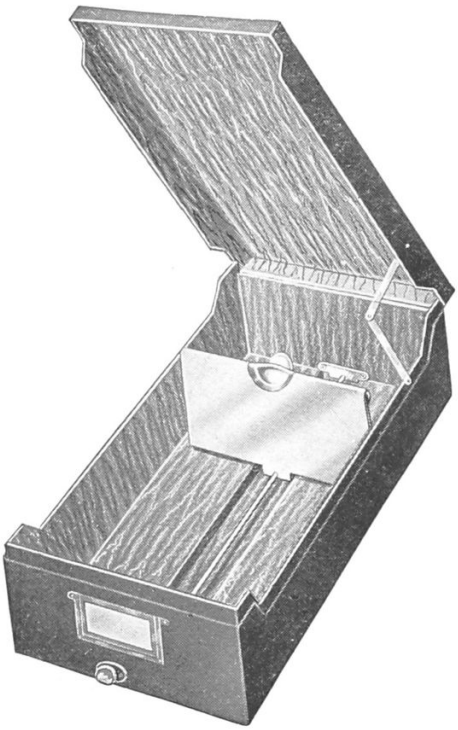
Fitted with combination pull and label-holder. Bottom covered with cloth.

	Long	Wide	High
Outside dimensions	18 in.	9¾ in.	5¼ in.
Inside dimensions	17 in.	9⅛ in.	4⅝ in.

Shipping weight, about 10 pounds each.

Wrapped singly.

No. 9149 CHECK FILE CASE



Made of heavy binder's board covered with black cloth and lined with comb marble paper.

Equipped with rod and follower block for supporting contents in upright position. The rod is countersunk and passes through the center of the guide, and supports the steel follower block held in position by a metal grip.

The lid is flanged so that when the box is closed it is absolutely dust-proof.

	Long	Wide	High
Outside dimensions	18 in.	10 in.	$5\frac{1}{16}$ in.
Inside dimensions	17¼ in.	$9\frac{3}{16}$ in.	4½ in.

Shipping weight, about 100 pounds per dozen.
Packed one in a box.

The following guides can be used in the above Check File Cases Nos. 149 and 9149.

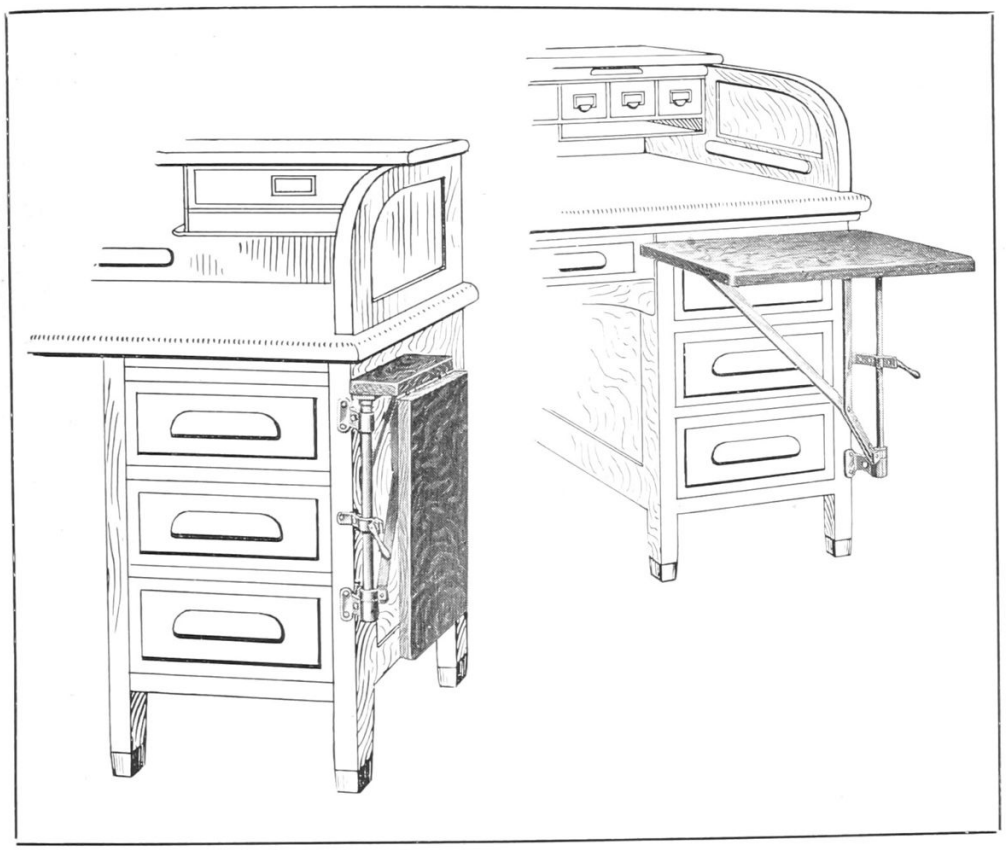
No. 105-P	Medium Weight Pressboard,	with	Plain	Tabs,	Body	9"	wide	x	$4\frac{1}{16}$"	high	over Tab.
No. 105-M	"	"	"	"	Metal	"	"	"	"	"	"
No. 105-C	"	"	"	"	Celluloid	"	"	"	"	"	"
No. 106-P	Extra Heavy		"	"	Plain	"	"	"	"	"	"
No. 106-M	"	"	"	"	Metal	"	"	"	"	"	"
No. 106-C	"	"	"	"	Celluloid	"	"	"	"	"	"
No. 104	Manila Guides with Plain Tabs					"	"	"	"	"	"

Besides giving the Number of the guide wanted, specify whether an Alphabetical, Monthly, Daily or Blank set is wanted.

Alphabetical 25 to a set.
Monthly (Jan. to Dec.) 12 to set.
Daily (1-31) 31 to a set.

GLOBE SWINGING DESK SHELF

Patented May 8, 1906.



A valuable addition to any desk, giving extra desk room when wanted, and out of the way when not wanted. Suitable for use as writing table for holding typewriter, adding machine, card cabinet, telephone or books of reference.

This shelf has been greatly improved by a positive locking device in the shape of an eccentric lever which secures shelf in any position desired. Can be attached to any desk and can be used on either side.

Metal parts attractively finished in dull nickle.

Dimensions of shelf 14 x 19 inches.

Style

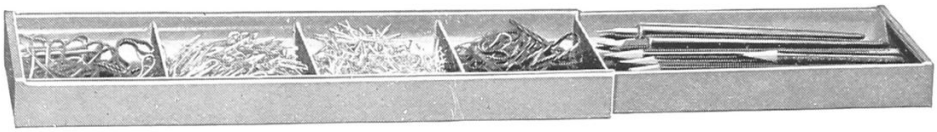
No. 3-R—Rigid shelf, Quar. Oak Top, Antique dull finish
No. 3-R—Rigid shelf, Imitation Mahogany
No. 3-D—Drop shelf, Quar. Oak Top, Antique dull finish
No. 3-D—Drop shelf, Imitation Mahogany, dull finish

Packed one in a box. Shipping weight, about 15 pounds.

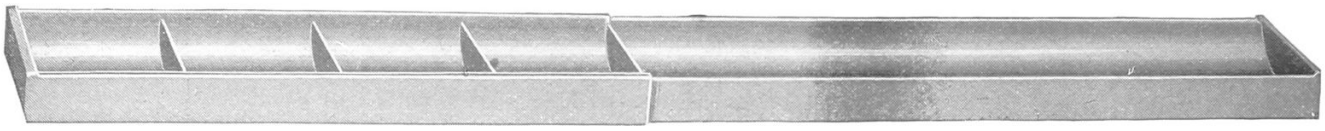
SEE PRICE LIST

No. 6 ADJUSTABLE METAL DESK DRAWER TRAY

For Clips, Pins, Rubber Bands, Pens, Pencils, Etc.. Tray intended to be used inside at front of the wide shallow drawer immediately beneath the writing bed of your desk.



18¼ inches Closed as shown



30 inches Extended

There are four small compartments and the fifth compartment can be extended to fit the width of the desk drawer. When fully extended this fifth compartment is 16 inches wide and when contracted 4¼ inches.

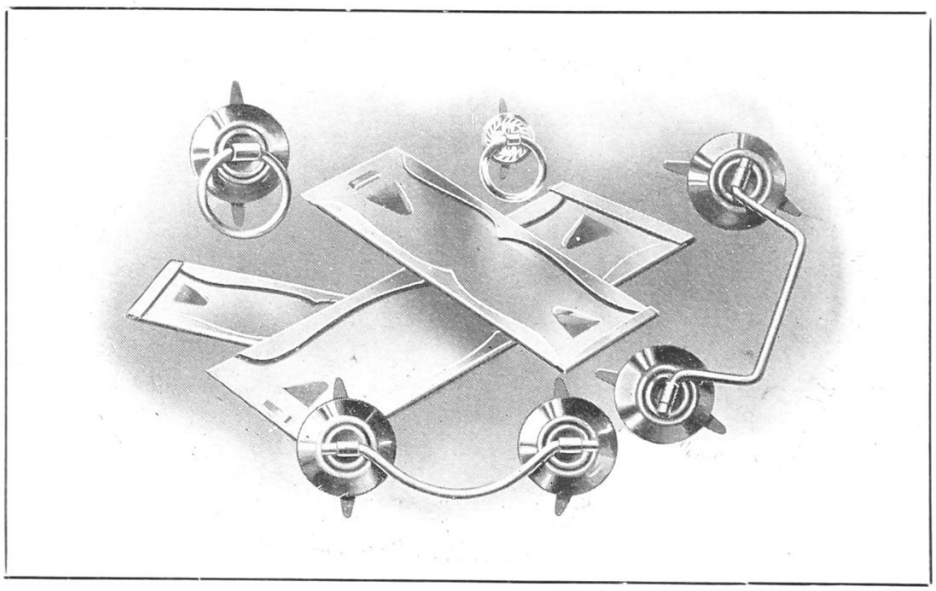
If more convenient the tray can be used on top of a desk.

Made of medium weight steel and beautifully enamelled in Olive Green.

DIMENSIONS

18¼ inches long,	3⅞ inches wide,	1⅜ inches high when closed.
30 inches long,	3⅞ inches wide,	1⅜ inches high when extended.

GLOBE STATIONERS HARDWARE



LABEL HOLDERS

No. 1—Brass Finish or Oxidized 4x1¼ inches.
" 2— " " " " 3x1 "
" 3— " " " " 3x¾ "

RING PULLS

No. 1—Burnished Brass or Oxidized ¾ in. ring with $\frac{15}{16}$ in. disc
" 2— " " " " ½ " " ½ " "

WIRE BAIL HANDLES

No. 1—Burnished Brass 1¾ inch spread inside (square)
" 2— " " 1¾ " " " [illegible]

Packed one gross i

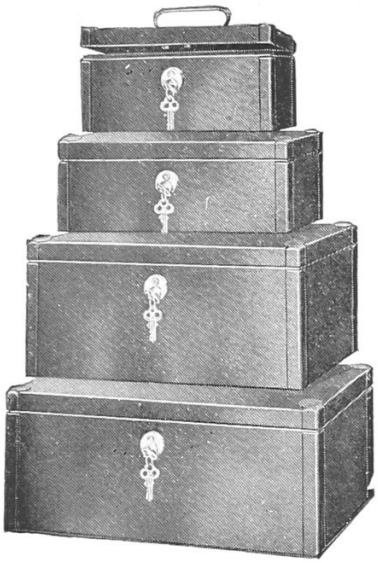
SEE PRICE LIST

GLOBE STEEL SECURITY BOXES

Made of heavy steel plate that cannot be easily cut or pried open.

For Bank Officials—Cashiers in every line of business - Private Papers in the Office - Privacy of Valuables, Jewelry, and Bonds in the Home.

All of these boxes are so well finished they will not mar the desk.



THE 1300 LINE

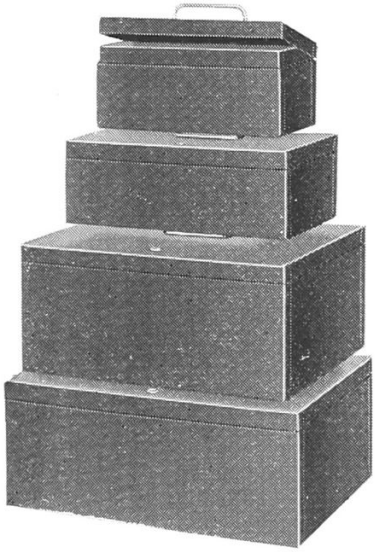
Made in Four Sizes

No. 1303 with No. "3CT" CASH TRAY

"1300 line" BOX

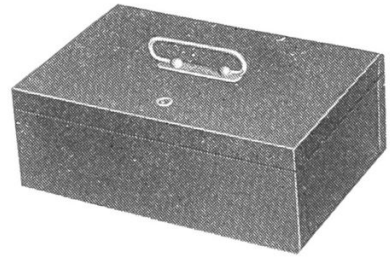
Cold rolled 16-gauge steel plate. Cylinder locks, pin tumbler with two paracentric keys. Hand polished black enamel or mahogany grain finishes.

Stock No.	Length inch	Width inch	Depth inch	Weight lbs.
1301	9¼	4¾	4¼	4½
1302	11	7¼	4¼	6¾
1303	13	11⅛	6¼	11¾
1304	14½	11⅛	6¼	12½



THE 1400 LINE

Made in Four Sizes



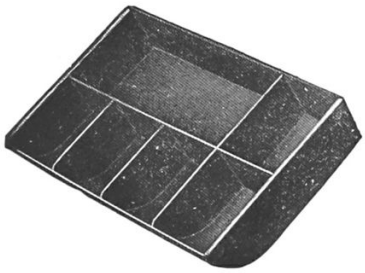
"1400 line" BOX

Cold rolled 20-gauge steel plate. Cabinet locks with two keys with flat bolt set in cover. Finish only in enamel, not polished.

Stock No.	Length inch	Width inch	Depth inch	Weight lbs.
1401	9¼	4¾	4¼	3½
1402	11	7¼	4¼	4¾
1403	13	11⅛	6¼	8¾
1404	14½	11⅛	6¼	10

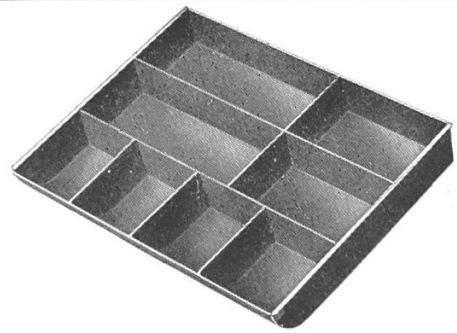
No. 2CT Cash Tray will fit No. 1402
No. 3CT Cash Tray will fit No. 1403

All boxes have re-inforced corners, electric welded joints, nickled handles and hinges.



No. 2CT

CASH TRAYS for the Second and Third Sizes of Boxes in Both Lines



No. 3CT

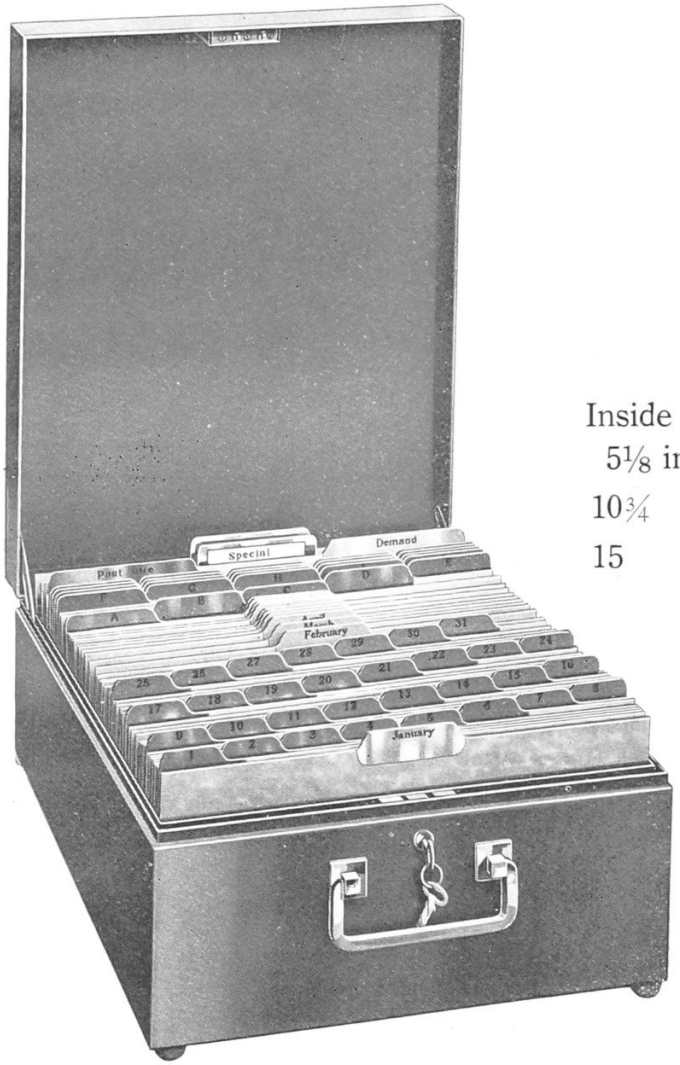
2CT Cash Tray to fit No. 1302 and 1402
3CT Cash Tray to fit No. 1303 and 1403

They are 2 inches in depth and are suspended from the top of the box on rails. Made of 24 gauge steel—all joints are welded making them strong and rigid.

BANKER'S NOTE CASE No. 4—MADE OF STEEL

Built-to-Endure

Outside Dimensions
5¾ inches high
11⅜ " wide
17½ " long



Inside Dimensions
5⅛ inches high
10¾ " wide
15 " long Clear filing space

State Finish Wanted
Olive Green
or
Mahogany

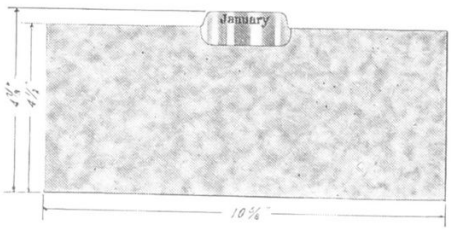
Banker's Note Case No. 4

Made entirely of steel with good substantial handle and lock. Strong in every detail—material, construction, workmanship and finish absolutely the best—the finish, either Olive Green or rich dark Mahogany, is especially beautiful. There are double walls at front, back and both sides. The hinges for the flanged lid operate between the double side walls. The Case is equipped with rubber feet so it can be placed on the finest desk without danger of marring the finish.

HEAVY PRESSBOARD GUIDES as follows ARE FURNISHED IN EACH CASE as shown in above picture

1 Set of Monthly Guides—tabs cut fifths and covered with orange celluloid—center position.
1 Set of Daily Guides—tabs cut eights and covered with yellow celluloid—distributed.
1 Set of Alphabetic Guides (25) A-Z—tabs cut fifths and covered with green celluloid—distributed.
1 Guide printed "DEMAND" tab cut thirds and covered with Blue Celluloid—right position.
1 Guide printed "PAST DUE"—tab cut thirds and covered with Red Celluloid—left position.
2 Guides with Large Metal tabs having removable white labels for Special Names.

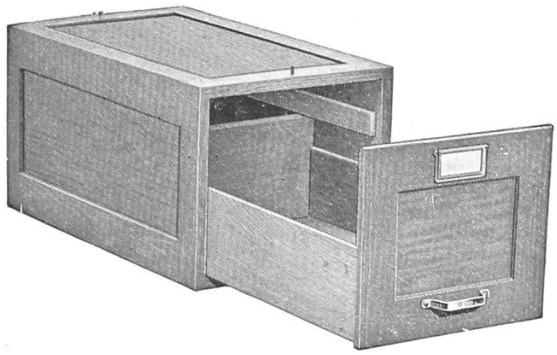
EXTRA GUIDES FOR BANKER'S NOTE CASES



Made of heavy gray pressboard

Daily tabs covered with celluloid 1-31
Monthly " " " " 12
Alphabetic " " " " 25
Blank with metal label holders.
Demand or Past Due Guide.

ALL WOOD VERTICAL TRANSFER OR STORAGE CASES



Front and all sides have framed-in panels, each Case equipped with interlocking devices, also No. 12 Label Holder and heavy steel handle, secured by countersunk bolts.

The drawers are mounted on polished steel slides which permit them to glide smoothly.

Four All Wood Transfer Cases stacked one above the other and securely locked to prevent tilting.

In Three Standard Sizes

LETTER SIZE

No. 891 V. L. 12¾ inches high by 14⅝ inches wide outside.

No. 891 Base 4¾ inches high.

CAP or LEGAL SIZE

No. 892 V. C. 12¾ inches high by 17⅝ inches wide outside.

No. 892 Base 4¾ inches high.

BILL SIZE

No. 890 V. B. 10½ inches high by 12 in ches wide outside-

No. 890 Base 4¾ inches high.

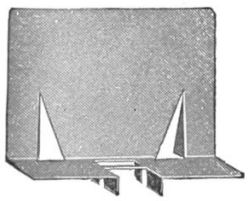
The All-Wood Transfer Case is

a substantial, durable, strong, dustproof receptacle----it enjoys the greatest sale of wood transfer cases on the market. Here is a combination of greatest storage capacity at smallest cost.

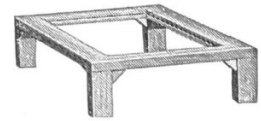
Because of its interlocking device one case can be placed above the other to the ceiling.

Where storage space is valuable they fill an economical requirement because of their narrow width.

Top, sides, front and back are finished to present an excellent appearance for a transfer case.

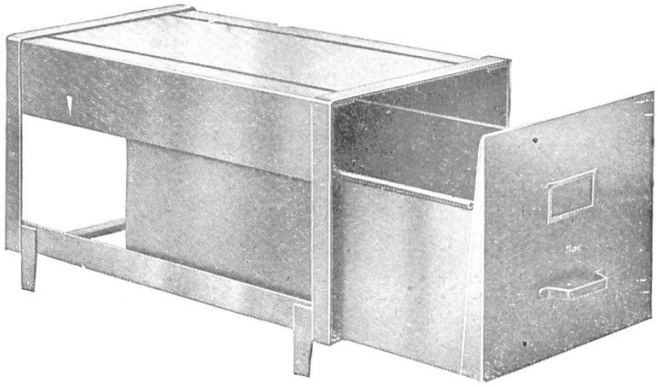


The 191 Steel Follower and Rod will fit all Storage Cases in any of three sizes. Wood Follower and Rod supplied when so ordered. See Price List.



Leg Base for "All Wood" Storage Case

STEEL VERTICAL TRANSFER OR STORAGE CASES
Equipped with Roller Bearings



STRONG, FIRE-RESISTING, DURABLE, COMPACT, NON-BINDING, PERMANENT

Depth of Drawer front to back permits contents of deepest Vertical Files being placed in this STEEL STORAGE CASE Each Case Complete in Itself

Drawer operates easily and smoothly on Roller Bearings.

For greater convenience in fingering papers, the drawer sides have been reduced to two-thirds height, as indicated in illustration.

Each case is fitted with bars which project at the bottom, and for the bottom case they act as a leg base, but when the cases are stacked one on top of the other these legs straddle the cases beneath giving a snug fit and preventing shifting. There is also an interlocking member on the bottom of each case which locks it to the case beneath and thus prevents any danger of upsetting when a heavy drawer is pulled out its full length.

Four Steel Transfer Cases stacked one above the other and locked together to prevent tilting.

In Four Standard Sizes 25 Inches Deep

LETTER SIZE

No. 191 13⅞ in. high by 13¼ in. wide Outside
10¾ " " " 12⅜ " " Inside

For Transferring Correspondence, Orders, Quotations, Daily Reports, Bills of Lading, Catalogues, Price Lists and all records to be transferred from the regular letter size files.

CAP or LEGAL SIZE

No. 192 13⅞ in. high by 16 in. wide Outside
10¾ " " " 15⅛ " " Inside

For Transferring Legal Papers or Documents filed flat, Reports and all papers to be transferred from cap size files.

BILL SIZE

No. 190 11⅝ in. high by 11 in. wide Outside
8⅞ " " " 10⅛ " " Inside

For Transferring Bills, Invoices, Credit Reports and all other papers to be transferred from bill size files.

OVER SIZE

No. 131 16¾ in. high by 13¼ in. wide Outside
13⅜ " " " 12⅜ " " Inside

For Transferring Loose Leaf Ledger Sheets and Miscellaneous Records of large size to be transferred

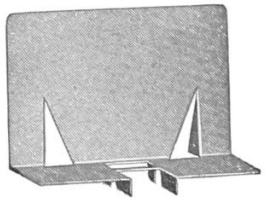
OUTSIDE HEIGHT DIMENSIONS EXCLUSIVE OF LEGS

191——11⅞ inches
192——11⅞ "
190—— 9⅝ "
131——14⅝ "

The legs project two inches beyond bottom of file.

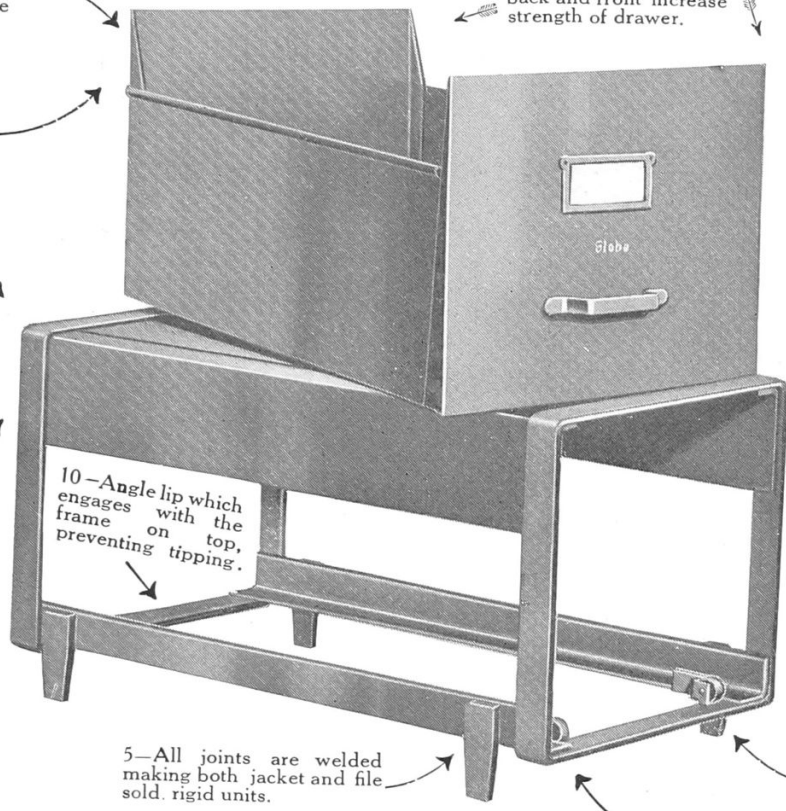
Globe-Wernicke Steel Transfer Cases protect your records against vermin, dust, fire and water and no matter how heavy the load they will not sag or warp.

The importance of properly caring for inactive papers cannot be too strongly emphasized. A paper which may seem worthless today may settle a claim or lawsuit in your favor tomorrow.



No. 191 Steel Follower will fit all Storage Cases.

TWELVE POINTS OF SUPERIORITY OF GLOBE STEEL TRANSFER CASES



—Drawer sides cut down one-third for convenience in refering to contents.

8—Rolled edge increases strength of drawer sides and excludes dust and vermin becuse it engages with side of jacket

7—Half-inch rib at each side of hood forms bearing point for back of file (i e., supporting drawer when extended.) preventing noise by small contact surface.

6—Hood overlaps edge of drawer sides, making the case dust-proof.

1—Flanged sides on back and front increase strength of drawer.

2—Pull and label holder made of steel and welded to file

3—Stops, which prevent file from being pulled out too suddenly, or pushed in too far.

10—Angle lip which engages with the frame on top, preventing tipping.

11—Equipped with roller bearings.

5—All joints are welded making both jacket and file sold. rigid units.

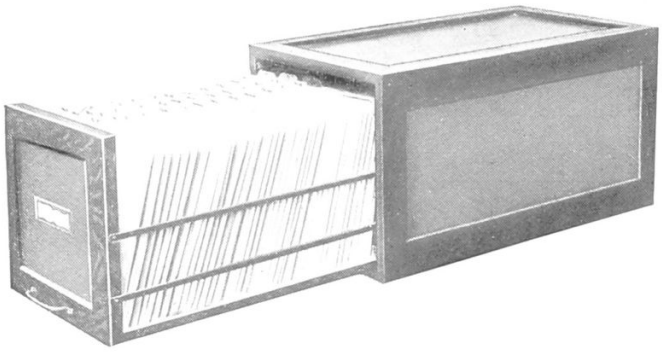
4—Legs firmly straddle case below, preventing shifting.

12—Equipped with roller bearings.

BUILT-TO-ENDURE—WILL LAST FOREVER.

GLOBE-WERNICKE TRANSFER STORAGE CASES can be arranged in batteries high or low as necessity dictates. While the two illustrations herewith show STEEL STORAGE CASES, the ALL WOOD Cases or the WOOD AND TARBOARD Cases can likewise be built up to any desired height in compact formation.

TRANSFER OR STORAGE CASE
of
HARDWOOD FRAME and TARBOARD PANELS



In Three Standard Sizes

LETTER SIZE

No. 791 V. L.—12⅞ in. high by 14⅛ in. wide
No. 791 Base.

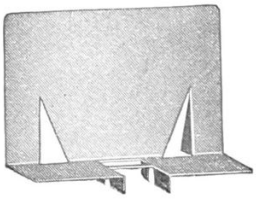
CAP or LEGAL SIZE

No. 792 V. C.—12⅞ in. high by 17⅛ in. wide
No. 792 Base.

BILL SIZE

No. 790 V. B.—11⅝ in. high by 11⅝ in. wide
No. 790 Base.

This case has one advantage over other Transfer Cases, IT IS LIGHT IN WEIGHT. Filled with as many papers as any other transfer case will hold, it is much more easily carried from the side of an active file to a storage room. Also, it is lower in price. These two factors have made it popular.

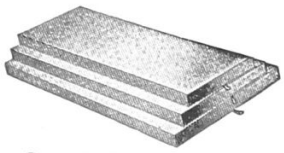


The 191 Steel Follower and Rod will fit all Storage Cases in any of three sizes. Wood Follower and Rod supplied when so ordered.

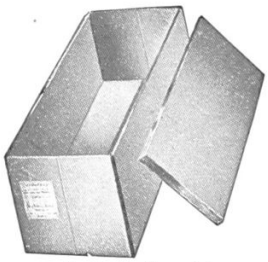
Leg Base made of wood, 7 inches in height and intended to be placed under Globe-Wernicke Vertical Storage Cases Nos. 790, 791 and 792.

COLLAPSIBLE VERTICAL STORAGE OR TRANSFER CASES

Made of heavy tarboard, wood bottom and all parts strongly reinforced. A strong and serviceable case.
Patented September 18, 1906.



Occupies little storage space

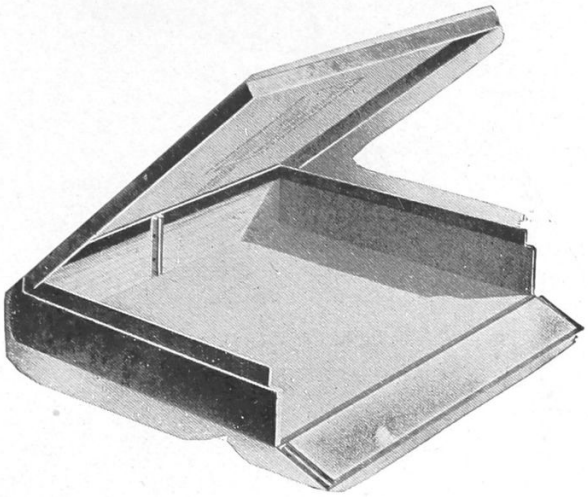


Ends Collapsible

No.	Size	Outside Dimensions			Shipping Weight Per Doz.
		Long	Wide	High	
No. 390	Bill	21½ in.	10½ in.	9⅛ in.	80 lbs.
" 391	Letter	21½ "	12¾ "	11⅛ "	70 "
" 392	Cap	21½ "	15¼ "	11⅛ "	80 "

SEE PRICE LIST

IDEAL TRANSFER CASES



Transfer Cases—These are substantially constructed of seasoned wood and heavy binders' board. Have flanged lids, drop front and spring catch. Each file contains a sheet of labels, printed on leatherette paper.

Transfer Cases	Long	Wide	High	Shipping Weight
Letter size, No. 1	12⅛ inches	11⅞ inches	3 inches	240 pounds per gross
Cap size, No. 1-C	14¾ inches	11⅞ inches	3 inches	300 " "

Transfer Cases are wrapped six to a package.

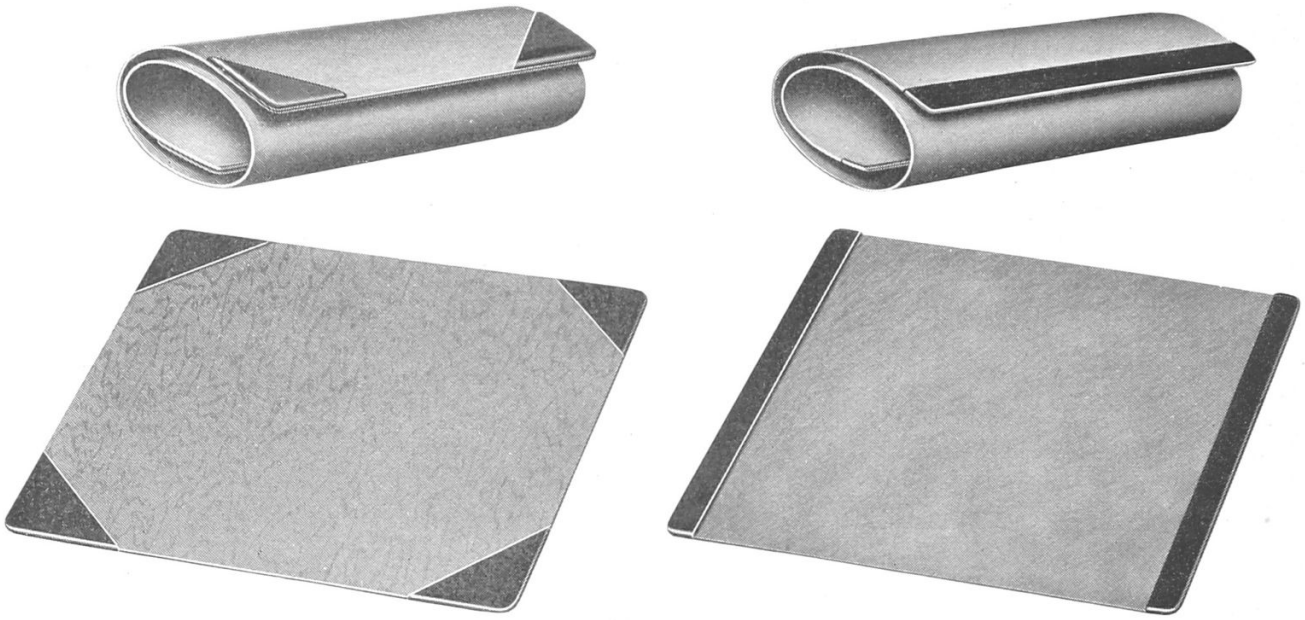
ARCH FILE TRANSFER CASE

Note the construction in the illustration.

The end of the case is hinged, and when released, the movable part of the arch is easily thrown back, permitting papers to be examined, removed and replaced without disarranging their consecutive order.

		Inside Dimensions			Shipping Weight	
		High	Wide	Deep		
Letter size	No. 5-L	12¾ in.	9⅝ in.	3 in.	315 lbs. per gross	Packed 12 to carton
Cap size	No. 5-C	15½ in.	9⅝ in.	3 in.	365 lbs. per gross	Packed 6 to carton

SEE PRICE LIST



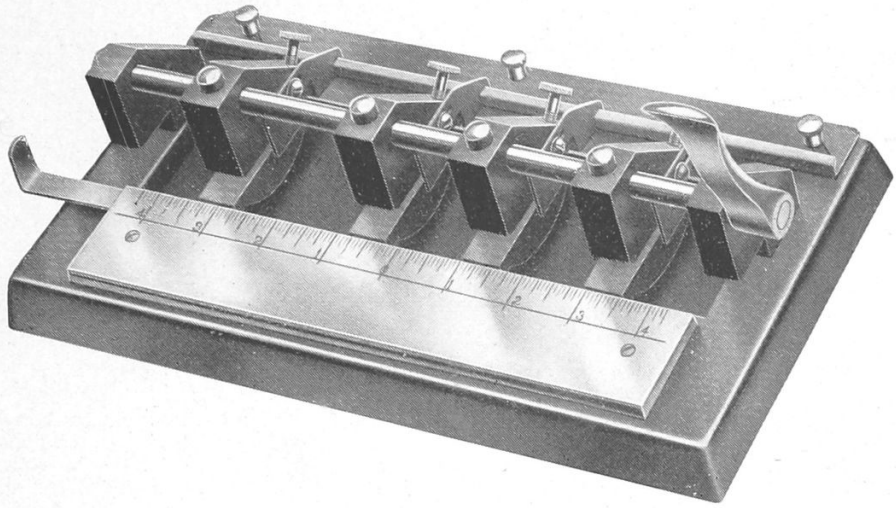
DESK PADS

An entirely new line of desk pads is here introduced. The bodies are well built, the best material for the purpose, commensurate with price, being used. The corners are extra large. The groups listed below follow in the order of their grading The second letter in the pattern number (i. e. A, B, C, D,) indicates the grade.

DESCRIPTION

	Pattern No.	Body	Corners	Size
Flexible	FA240	Heavy Green Felt	Black Pin Seal Grain Buffing—Padded	19¼ x 24¼
	FA240	Heavy Brown Felt	Tan Leather-- Padded	19¼ x 24¼
	FB241	Green Flannel Top and Bottom	Black Pin Seal Grain Buffing 1½" Side Strips	19¼ x 24¼
	FB241	Green Flannel Top and Bottom	Tan Leather 1½" Side Strips	19¼ x 24¼
	FB121	Green Flannel Top and Bottom	Black Pin Seal Grain Buffing, 1½" Side Strips	12¼ x 19¼ Half Size
	FB240	Green Flannel Top and Bottom	Green Ooze	19¼ x 24¼
	FB240	Green Flannel Top and Bottom	Black Pin Seal Grain Buffing.	19¼ x 24¼
	FB240	Green Flannel Top and Bottom	Red Water Grain Buffing	19¼ x 24¼
	FC240 (Semi-flexible)	Black Water Silk Paper Top-Green Flannel Bottom	Black Pin Seal Grain Buffing	19¼ x 24¼
	FD240	Grey Paper Top-Green Flannel Bottom	Green Imitation Leather	19¼ x 24¼
	FD240	Grey Paper Top Green Flannel Bottom	Red Imitation Leather	19¼ x 24¼
	FD240	Grey Paper Top Green Flannel Bottom	Black Imitation Leather	19¼ x 24¼
Stiff	SA240	Leatherette Top and Bottom	Black Pin Seal Grain Buffing.	19¼ x 24¼
	SA240	Leatherette Top and Bottom	Red Water Grain Buffing	19¼ x 24¼
	SB240	Black Paper Top Morocco Paper Bottom	Green Imitation Leather	19¼ x 24¼
	SB240	Black Paper Top Morocco Paper Bottom	Red Imitation Leather	19¼ x 24¼
	SB240	Black Paper Top Morocco Paper Bottom	Black Imitation Leather	19¼ x 24¼

SEE PRICE LI



No. 8 ADJUSTABLE PERFORATOR

Patented Sept. 7, 1915
Additional patent applied for

BASE. The base is made of 18-gauge cold rolled steel, formed and acetylene welded at the corners. Beautifully finished in dull Olive Green enamel. Rubber feet under corners.

BEARINGS. Two bearings, one at either end of the operating shaft, are securely screwed through the base. These bearings are made of the best gray iron and accurately machined, thus holding the operating shaft in perfect alignment.

SHAFT. This is made of the best machinery steel, rolled especially for the purpose, and is strong and durable.

PUNCH HEADS. The punch heads are made of the best gray iron, accurately machined, all holes being drilled in one jig to insure perfect alignment and interchangeability. The punch which pierces the paper and the shaft which operates the piercing punch are self-contained in the head, eliminating springing that would otherwise occur. The heads are adjustable to any position on the shaft and are held in place by means of a set screw in the back of the head.

PUNCH and HOLDER. The punch is made of the best quality Stubb's Steel, the piercing end being ground concave to give shear action when cutting through the paper. The punch is held in a holder which drives it, but which permits it to float or adjust itself, thus insuring perfect alignment at all times. Punches supplied in the following diameters:

7/32"	round	hole	for	a post	5/32"	in	diameter
1/4"	"	"	"	"	3/16"	"	"
9/32"	"	"	"	"	1/4"	"	"
11/32"	"	"	"	"	5/16"	"	"

GAUGES. The graduated gauge is highly nickled. The graduations begin at the center of the gauge and read both right and left to facilitate the setting of the heads. The readings are 4½" each way.

The side gauge is also graduated so that the distances from the holes to the edge of the paper can be gauged without the use of a rule. All gauging is done from the center of the perforator whether the sheets are large or small. Range of gauge 1½ to 11; accommodating papers 3" to 22".

The depth gauge at the rear adjusts the distance from center of holes to binding edge of sheet. Minimum distance from center of holes to binding edge of sheet ¼". Maximum distance from center of holes to binding edge of sheet 9/16".

All punch heads adjusted at one operation by simply pulling the depth gauge forward or pushing it backward until the desired margin is reached. No screw driver required.

HANDLE. The operating handle is made of the best quality malleable iron. It is mounted at the right of the perforator and is returned and held in normal position by concealed springs operating in the heads.

PAN. The pan for catching the punchings is made of sheet steel, being of ample size to hold a quantity of waste, thus avoiding frequent emptying. It is so constructed that it can be instantly removed.

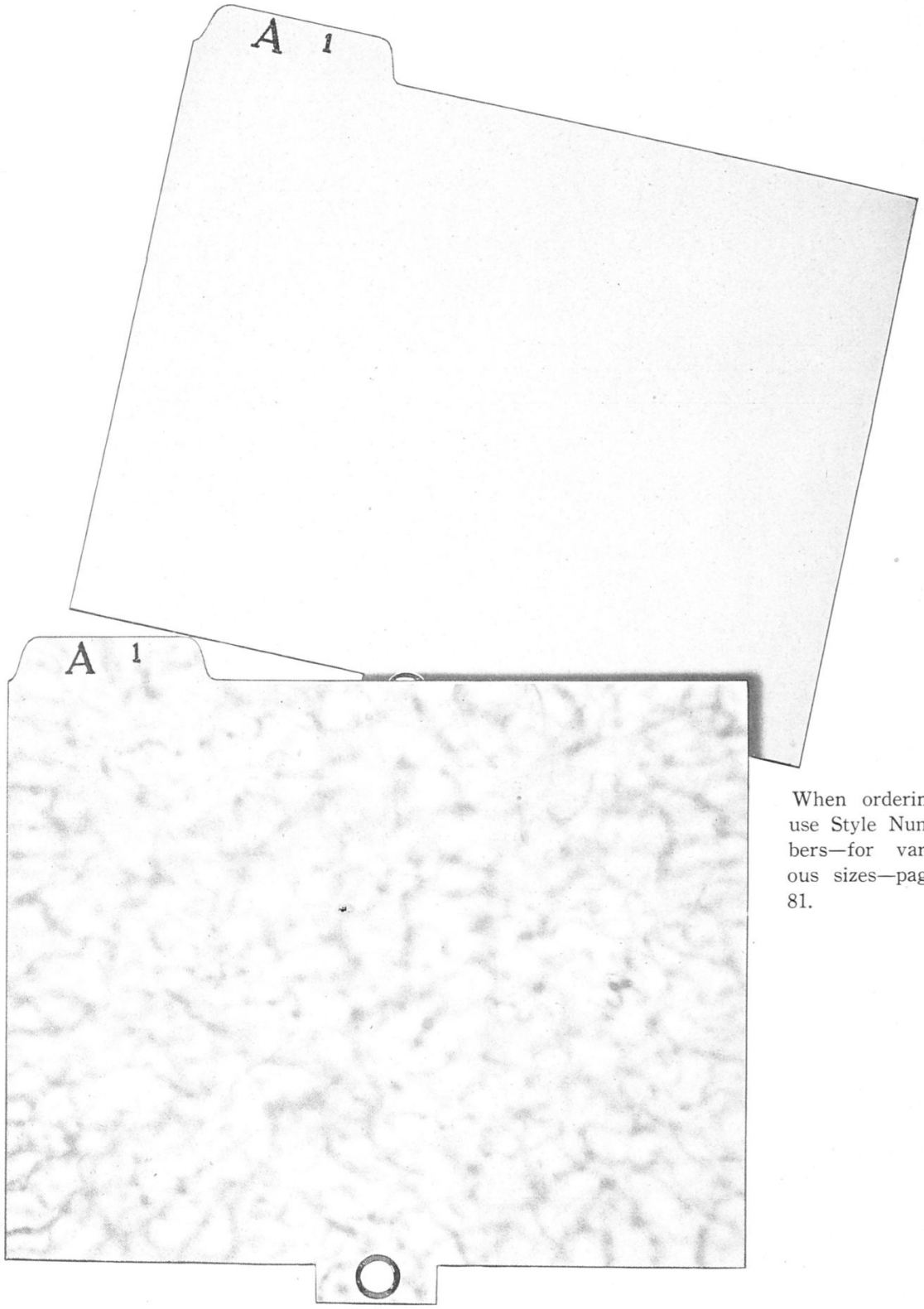
CAPACITY. Greatest distance between outside holes 8½ inches.
" number of heads that can be used - 13.
" width of sheet that can be gauged 22 inches,
" number of sheets (16 lb. bond) that can be pierced—30.
Smallest distance from center to center of holes—11/16".

PACKING. One to a box—weight 10 lbs. consisting of the following: Standard equipment.
1—No. 8 Adjustable Perforator fitted with two heads perforating ¼" round holes.
Unless otherwise specified the above equipment will be sent.

SEE PRICE LIST

GLOBE-WERNICKE MANILA GUIDES

The guide illustrated at the top is a Globe-Wernicke Manila made of the best Manila Index Board—durable and long lived. The tabs on Manila Guides are always "plain" that is, neither metal nor covered with celluloid.



When ordering use Style Numbers—for various sizes—page 81.

GLOBE-WERNICKE PRESSBOARD GUIDES

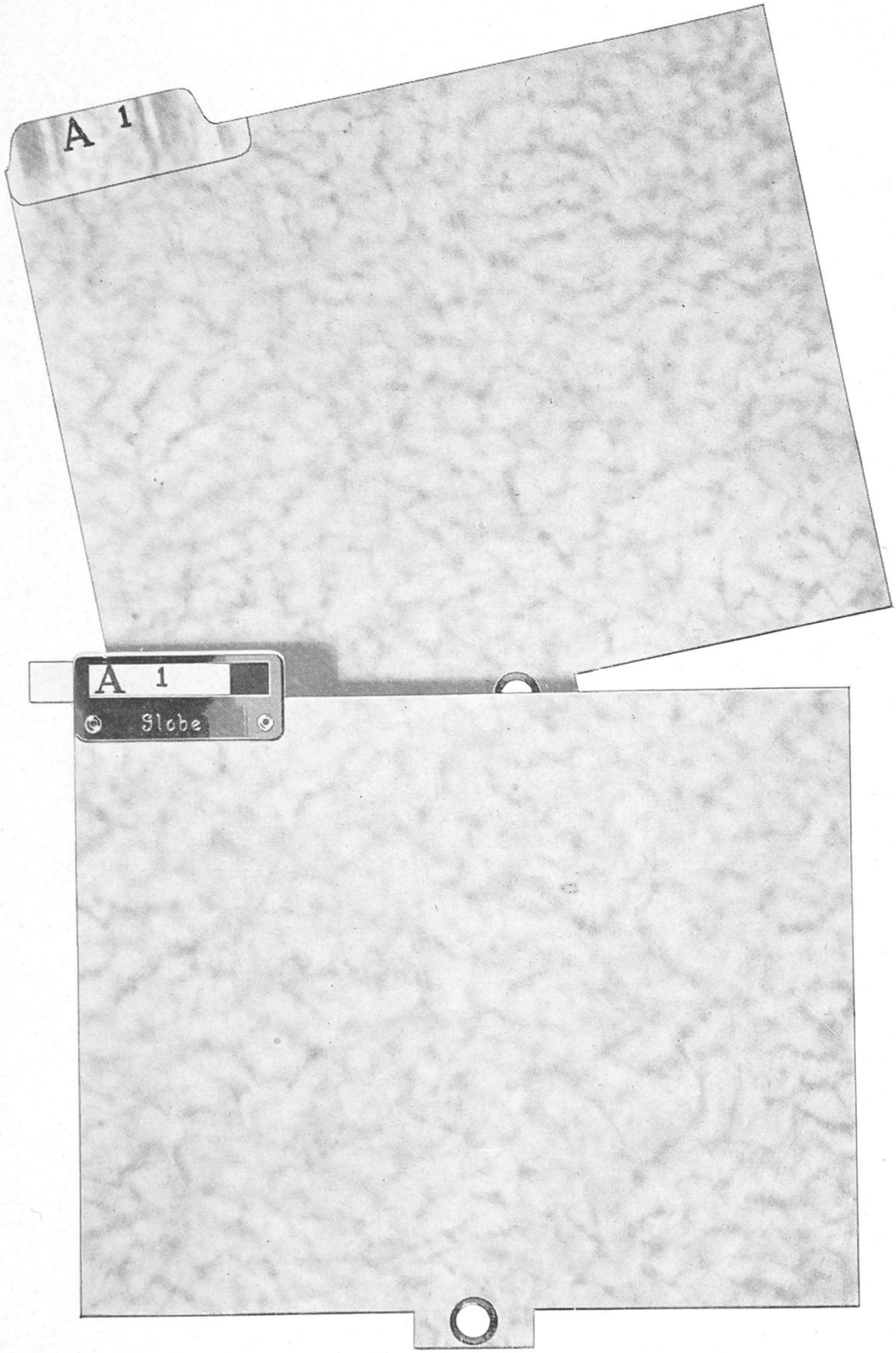
are made of the best grade of Genuine Pressboard of pearl gray color The lower illustration shows a "Plain Tab," that is, neither metal nor celluloid, For strength, durability and color this grade of pressboard cannot be surpassed. Two weights are furnished—"EXTRA HEAVY" and "MEDIUM HEAVY".

When guides are printed only large readable type is used.

SEE PRICE LIST

GLOBE-WERNICKE CELLULOID PRESSBOARD GUIDES

The upper illustration on this page shows the same pressboard guide as opposite page but the tab is covered with celluloid to protect it from finger marks and wear. The celluloid keeps the lettering clean, strengthens the tabs, lengthens the life of the guide and makes the appearance of the file drawer attractive. Furnished in two weights, "EXTRA HEAVY" and "MEDIUM HEAVY".



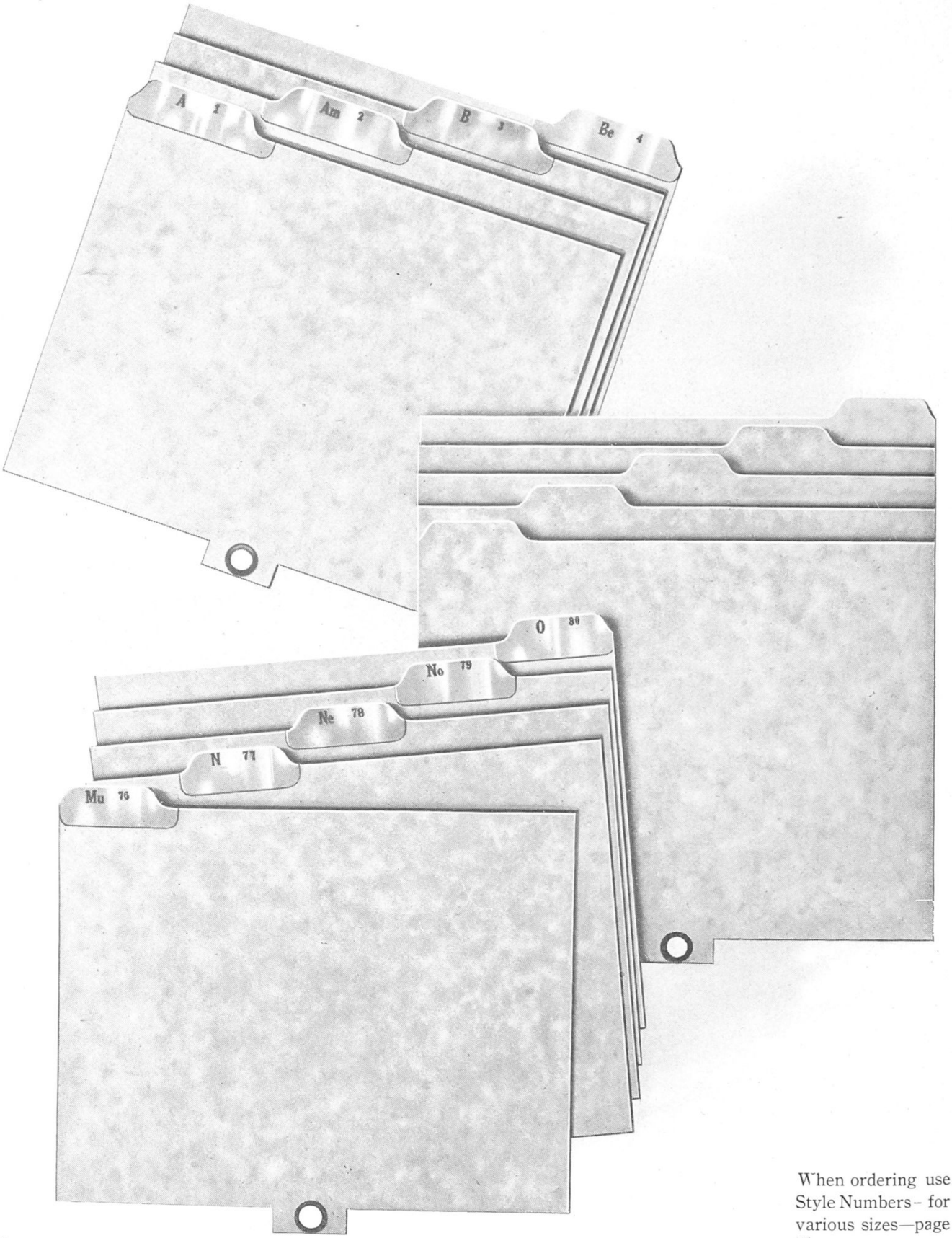
When ordering use Style Numbers—for various sizes—page 81.

GLOBE-WERNICKE METAL TAB PRESSBOARD GUIDES

The lower illustration shows same guide but with metal tab. In this case the indexing label is inserted into the metal frame and can be easily and quickly changed. Pressboard guides with metal tabs will last almost indefinitely. Furnished in two weights, "EXTRA HEAVY" and "MEDIUM HEAVY."

SEE PRICE LIST

VERTICAL GUIDES—POSITION OF TABS

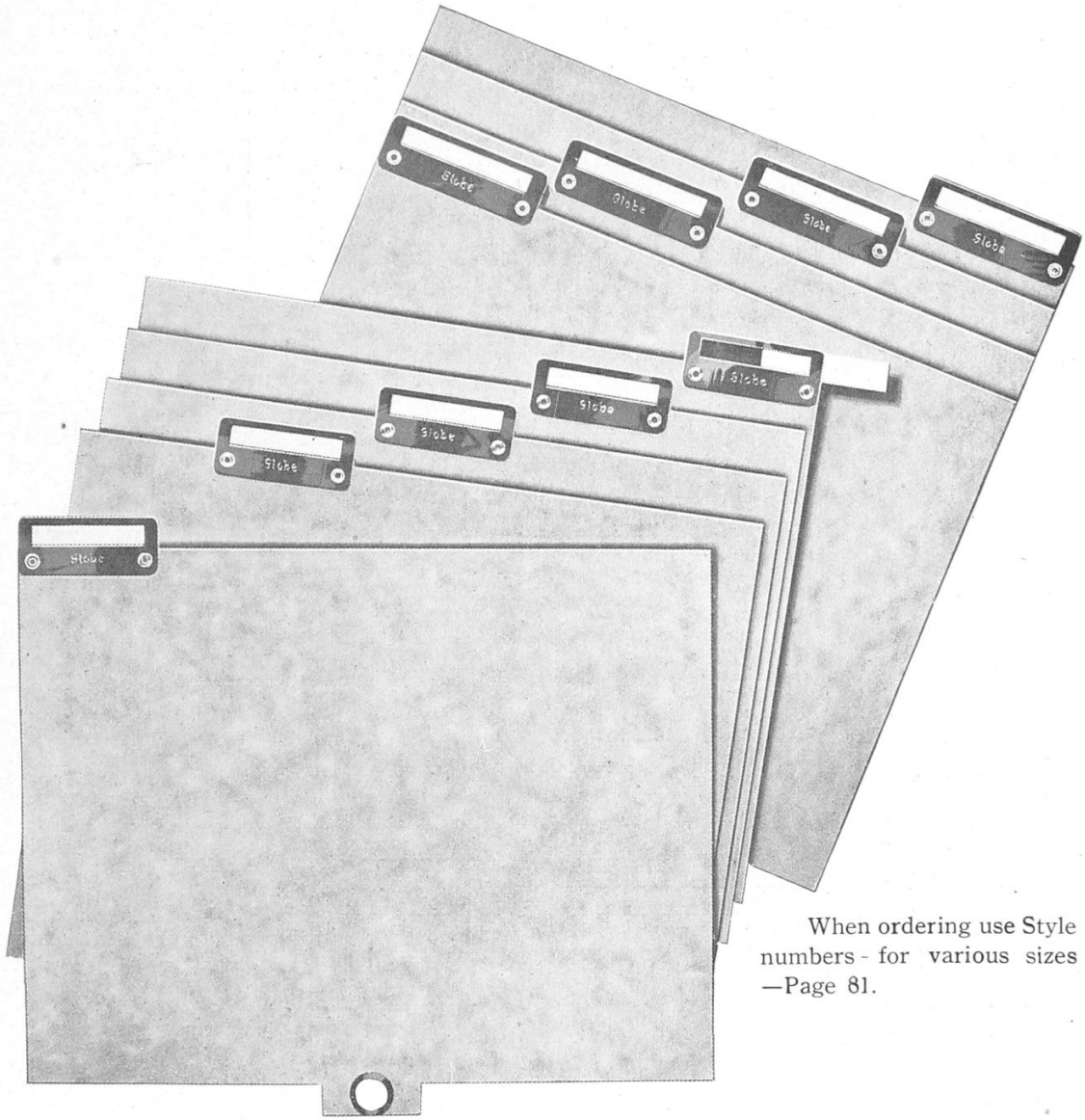


When ordering use Style Numbers—for various sizes—page 81.

Upper illustration, the tabs of the pressboard guides are cut "fourths" (i. e. four tabs distributed across width of guide) and covered with celluloid. The tabs of the center group are plain cut "fifths". The group at bottom has the tabs also cut "fifths" and covered with celluloid. All sizes of vertical guides have tabs distributed "fourths". Only letter size is furnished cut "fifths" as well as "fourths".

SEE PRICE LIST

VERTICAL GUIDES—POSITIONS OF METAL TABS



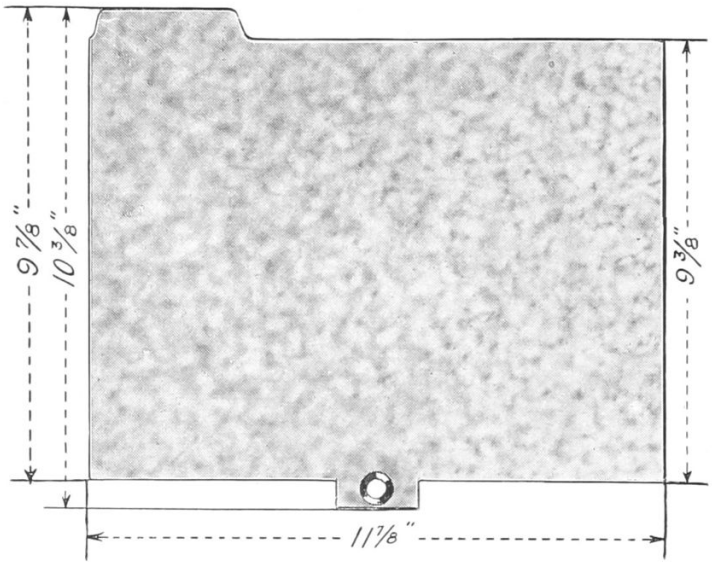
When ordering use Style numbers - for various sizes —Page 81.

The LETTER Size Globe-Wernicke Guides are carried in stock with tabs arranged either fourths or fifths, that is either four tabs or five tabs are distributed across the width of guide as shown in pictures above. The upper illustration shows how metal tabs are distributed "fourths" and the lower how they are distributed "fifths". The Cap Size are arranged fifths, Bill size and Ledger Size are arranged "fourths".

SEE PRICE LIST

GUIDES FOR VERTICAL FILING

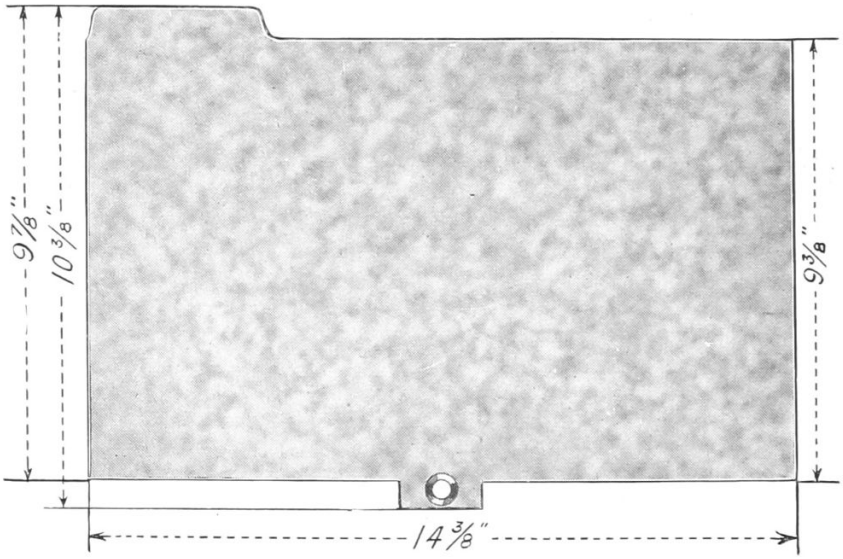
LETTER SIZE



LETTER SIZE

(Order By Numbers Opposite Page)

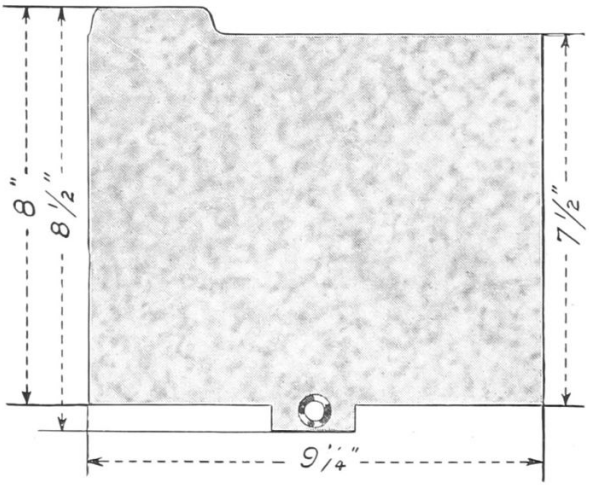
CAP or LEGAL SIZE



CAP or LEGAL SIZE

(Order By Numbers Opposite Page)

BILL or INVOICE SIZE



BILL or INVOICE SIZE

(Order By Numbers Opposite Page)

SEE PRICE LIST

GUIDES FOR VERTICAL FILING

SEE OPPOSITE PAGE

LETTER SIZE

Letter Size Guides	FOUR TAB GUIDES							FIVE TAB GUIDES						
	Extra Heavy Pressboard Guides			Medium Heavy Pressboard Guides			Manila Guides	Extra Heavy Pressboard Guides			Medium Heavy Pressboard Guides			Manila Guides
	Plain Tabs	Metal Tabs	Celluloid Tabs	Plain Tabs	Metal Tabs	Celluloid Tabs	Plain Tabs	Plain Tabs	Metal Tabs	Celluloid Tabs	Plain Tabs	Metal Tabs	Celluloid Tabs	Plain Tabs
11⅞ in. wide, 10⅜ in. high over all	Letter Size No. **551**	Letter Size No. NT **551**	Letter Size No. CT **551**	Letter Size No. **541**	Letter Size No. NT **541**	Letter Size No. CT **541**	Letter Size No. **541**	Letter Size No. **5515**	Letter Size No. NT **5515**	Letter Size No. CT **5515**	Letter Size No. **5415**	Letter Size No. NT **5415**	Letter Size No. CT **5415**	Letter Size No. **4515**
Blank, per 100														
Sets 25 A-Z														
" 40 A-Z														
" 60 A-Z														
" 80 A-Z						Order as follows:								
" 120 A-Z					1—Quantity									
" 160 A-Z														
" 240 A-Z					2—Style Number									
Larger Sets per 100					3—Indicate Blank Tabs or number									
See Page 84					of subdivisions desired.									
Monthly Sets 12 Guides														
Daily Sets 31 Guides														
State Sets 53 Guides														
City & County Guides per 100														

CAP or LEGAL SIZE (Four Tab Guides)

Cap Size Guides	Extra Heavy Pressboard			Medium Heavy Pressboard			Manila
14⅜ in. wide, 10⅜ in. high over all	Plain Tab No. **552**	Metal Tab No. NT-**552-5** Five Tabs	Celluloid No. CT-**552**	Plain Tabs No. **542**	Metal Tab No. NT-**542-5** Five Tabs	Celluloid No. CT-**542**	No. **452**
Blank per 100							
Sets 25 A-Z							
" 40 A-Z							
" 60 A-Z							
" 80 A-Z							
" 120 A-Z							
Larger Sets, per 100							
See Page 84							

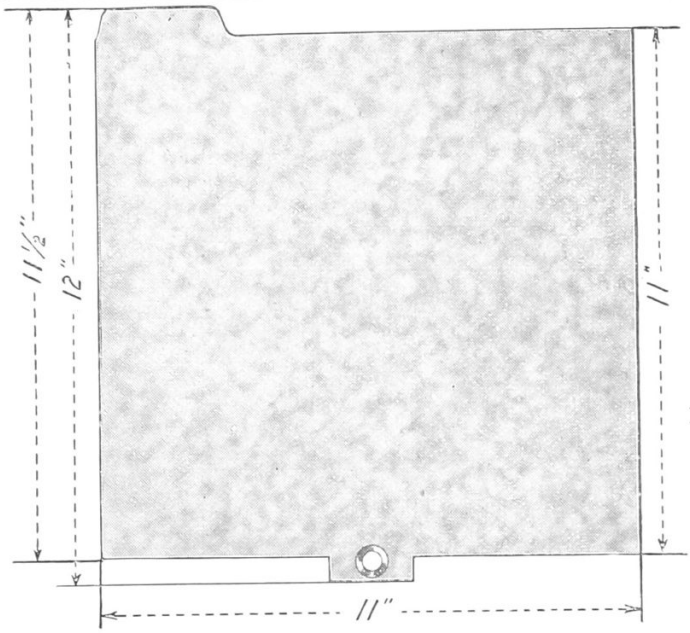
Order as follows:
1—Quantity
2—Style number
3—Indicate Blank Tabs or number of subdivisions desired.

BILL or INVOICE SIZE (Four Tab Guides)

Bill Size Guides	Extra Heavy Press Board			Medium Heavy Pressboard			Manila
9¼ in. wide, 8½ in. high over all	Plain Tabs No. **520**	Metal Tab No. NT-**520**	Celluloid No. CT-**520**	Plain Tab No. **510**	Metal Tab No. NT-**510**	Celluloid No CT-**510**	No. **420**
Blank per 100							
Sets 25 A-Z							
" 40 A-Z							
" 60 A-Z							
" 80 A-Z							
" 120 A-Z							
Larger Sets, per 100							
See Page 84							

Order as follows:
1—Quantity
2—Style number
3—Indicate Blank Tabs or number of subdivisions desired.

SEE PRICE LIST



Blank or Indexed

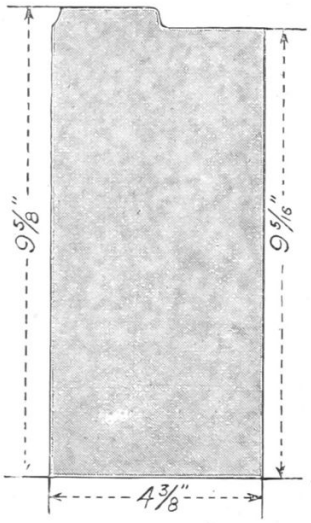
LEDGER SIZE

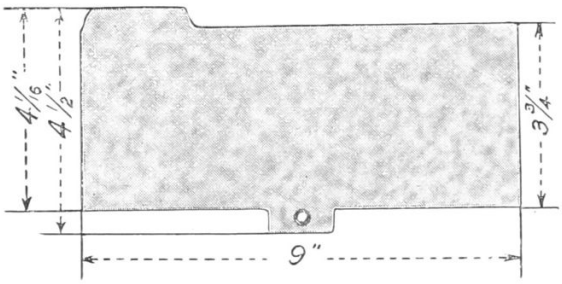
Four Tab Guide

Ledger Size 11 in. x 11 in. body measurements	Extra Heavy Pressboard Guides		
	Plain Tabs	Metal Tabs	Celluloid Tabs
	Letter Size No. **531**	Letter Size No. NT-**531**	Letter Size No. CT-**531**

DOCUMENT FILE GUIDES

No. 1	Manila with Plain Tabs.....	Blank or Indexed.
No. 2-P	Medium Weight Pressboard with Plain Tabs,	" "
No. 2-M	" " " " Metal "	" "
No. 2-C	" " " " Celluloid "	" "
No 3-P	Extra Heavy " " Plain Tabs	" "
No. 3-M	" " " " Metal "	" "
No. 3-C	" " " " Celluloid "	" "





CHECK FILE GUIDES

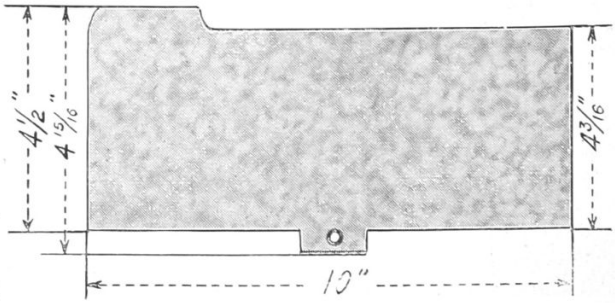
No. 105-P	Med. Wt. Pressboard, with Plain Tabs	Blank or Indexed
No. 105-M	" " " " Metal "	" "
No. 105-C	" " " " Celluloid "	" "
No. 106-P	Extra Heavy " " Plain Tabs	" "
No. 106-M	" " " " Metal "	" "
No. 106-C	" " " " Celluloid "	" "
No. 104	Manila Guides with Plain Tabs	" "

CHECK FILE GUIDES

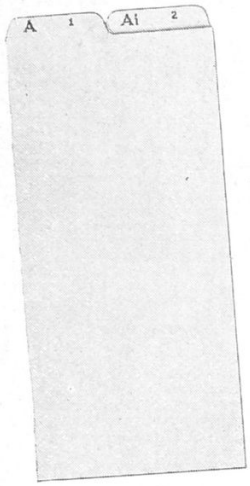
For Wood Upright 2049 and Steel Upright 7149

No. 116-P	Extra Heavy Pressboard Plain Tabs,	Blank or Indexed.
No. 116-M	" " " Metal "	" "
No. 116-C	" " " Celluloid "	" "

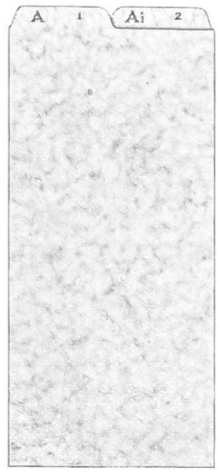
SEE PRICE LIST



DOCUMENT FILE GUIDES (see opposite page for dimensions.)

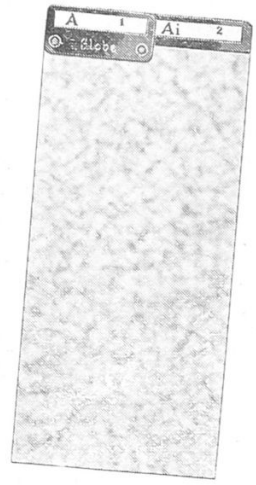


No. 1
Manila Plain Tab



No. 2 P.
No. 3 P.
Pressboard
Plain Tab

No. 2 C.
No. 3 C.
Pressboard
Celluloid Tab

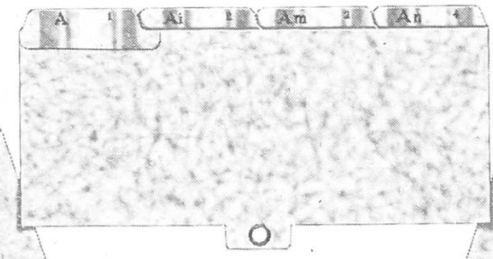


No. 2 M.
No. 3 M.
Pressboard
Metal Tab

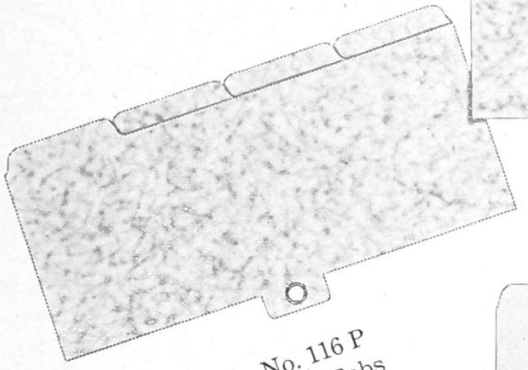
(CHECK FILE GUIDES see opposite page for dimensions)

Reinforced with brass eyelets

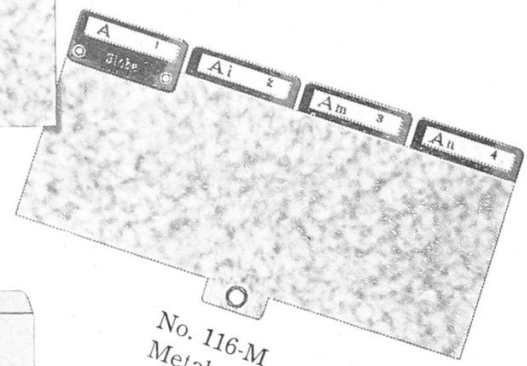
The three upper pictures are of Check File Guides for Wood Upright No. 2049 and Steel Upright No. 7149



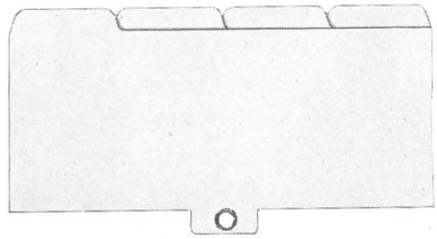
No. 116-C
Celluloid Tab



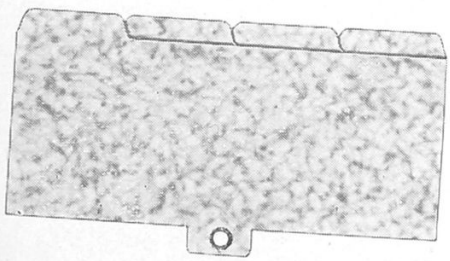
No. 116 P
Plain Tabs



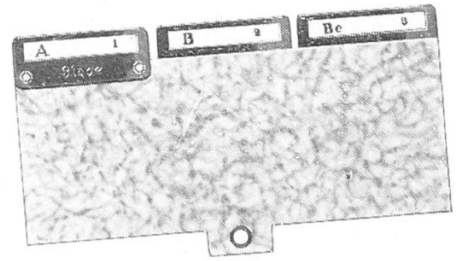
No. 116-M
Metal Tab



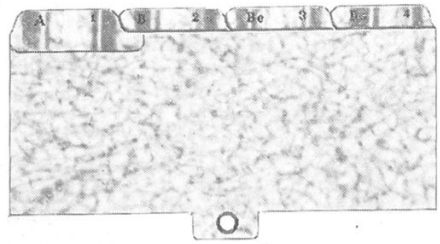
No. 104
Manila



No. 105 P
No. 106—P
Plain Tab



No. 105-M
No. 106-M
Metal Tab



No. 105-C Celluloid Tab
No. 106-C Celluloid Tab

Check File Guides for all check cabinets other than 2049 and 7149.

SEE PRICE LIST

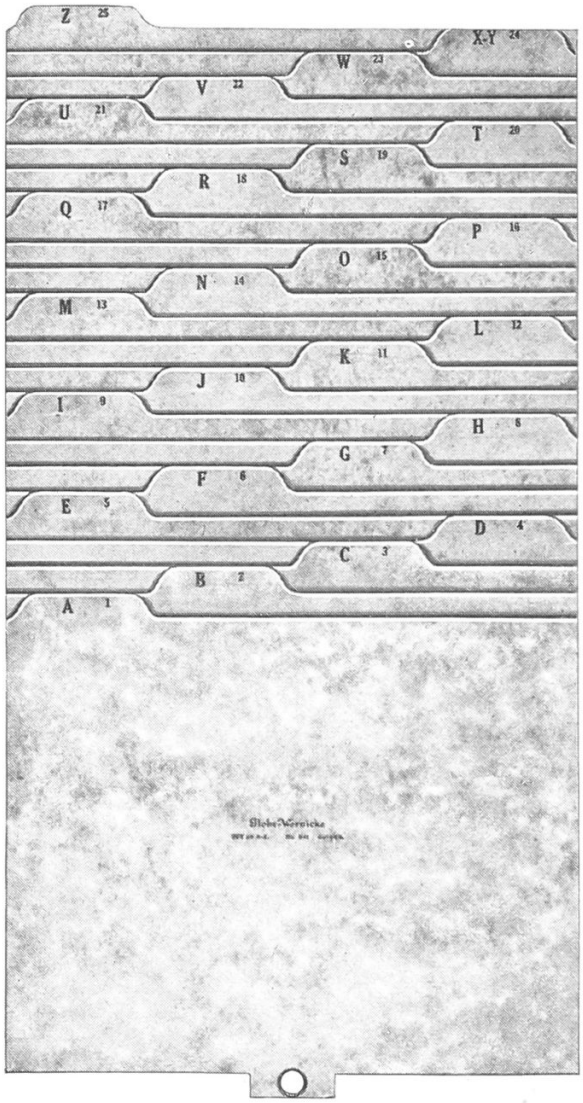
VERTICAL GUIDES—GLOBE-WERNICKE ALPHABETICAL SUBDIVISIONS

ALPHABETICAL SUBDIVISIONS

The Globe Wernicke sets of indexed Guide Cards are the result of a recent thorough scientific research by a corps of experts and provisions have been made in each set for the proper indexing of the vast number of names that occur in the population. The standard sets are as follows:

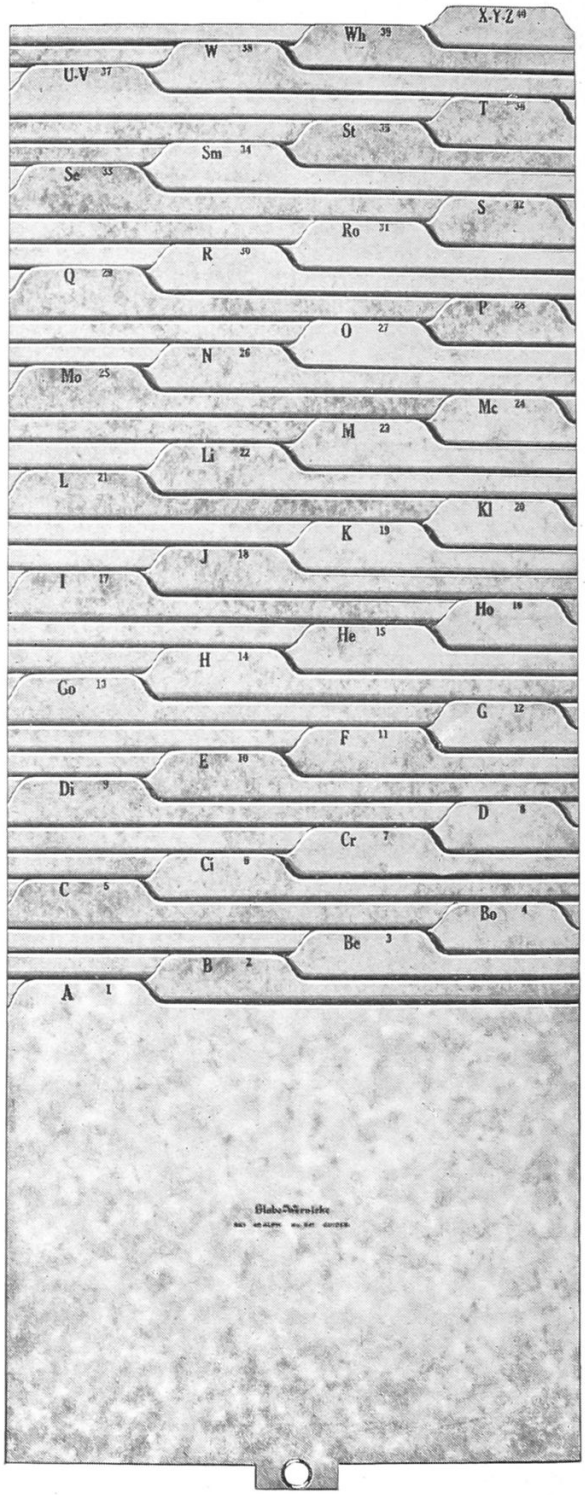
25 A-Z	120 A-Z	480 A-Z	2000 A-Z
40 "	160 "	720 "	3000 "
60 "	240 "	1000 "	4000 "
80 "	320 "	1500 "	5000 "

Consecutive numbers which also appear on the Guides will be found invaluable for coding and re-indexing. All sets may be angmented by the insertion of surnames, subdivided as many times as desired.



25 A-Z

This is the simplest form of the alphabet, one guide to each letter, except X and Y, which are combined.



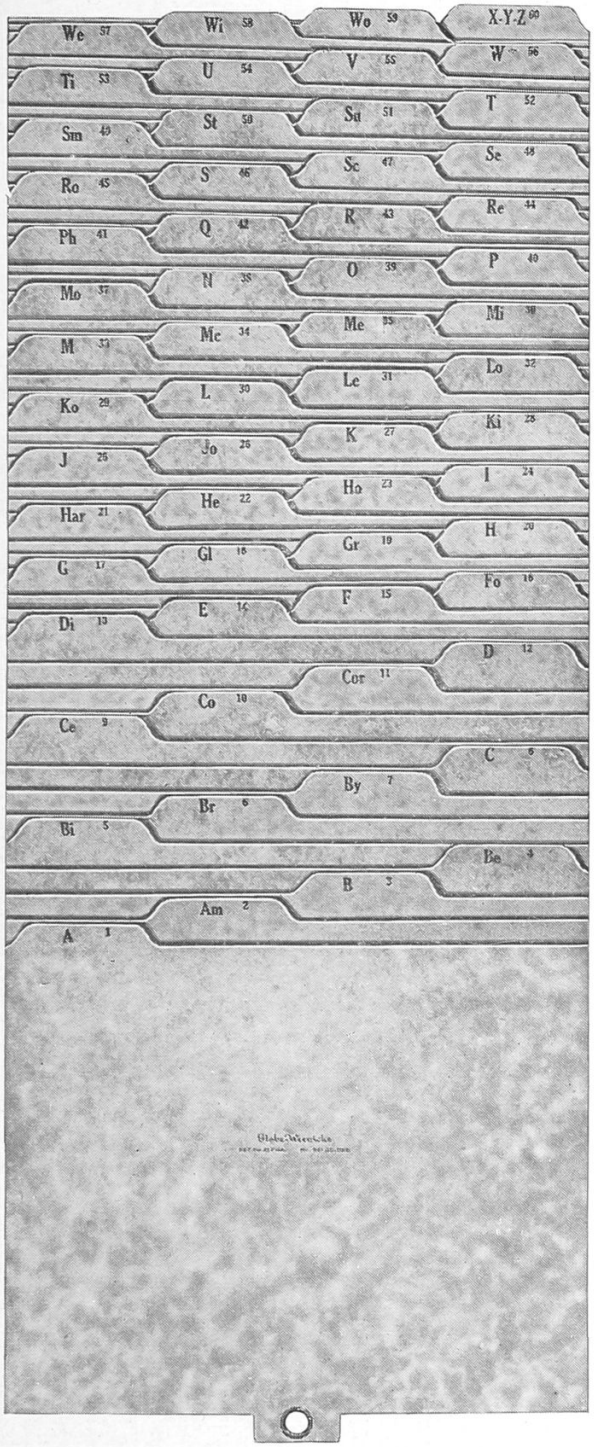
40 A-Z

Illustrating how the alphabet is subdivided for forty guides, numbered consecutively. Notice for the letter "A" only one guide is used while "B" is subdivided on three guides.

Usually 40 guides are used in one Globe-Wernicke Vertical File of 28 inch depth for indexing up to 6000 letters—the capacity of a single drawer.

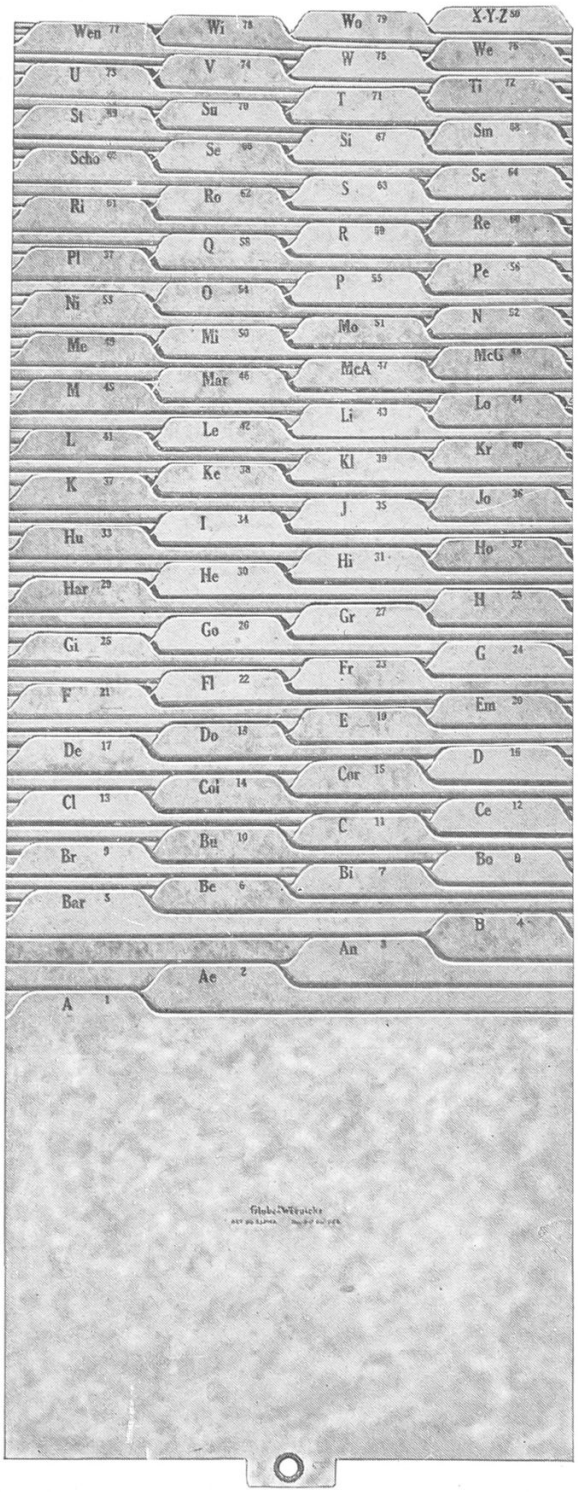
SEE PRICE LIST

GLOBE-WERNICKE ALPHABETICAL SUBDIVISIONS



60 A-Z

60 Guides with 60 subdivisions of the alphabet. Notice two guides are used for the letter "A" while five are used for the letter "B". The subdivisions are so arranged that about an equal number will be filed between each two guides.

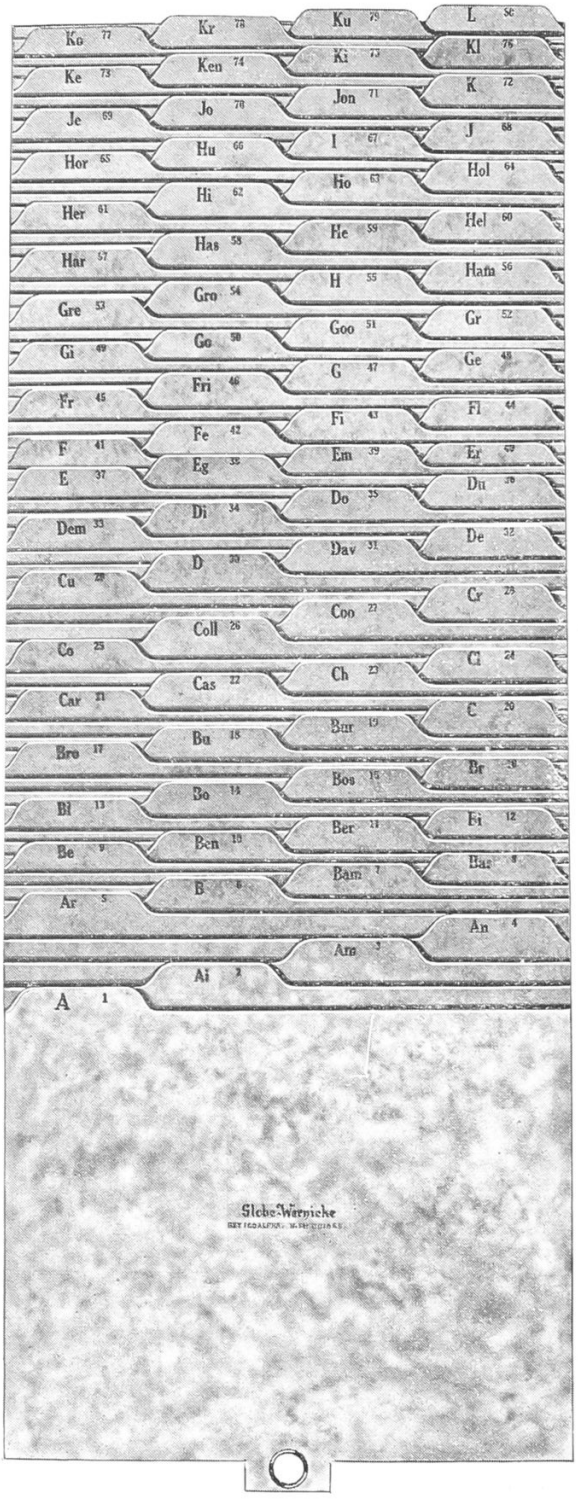


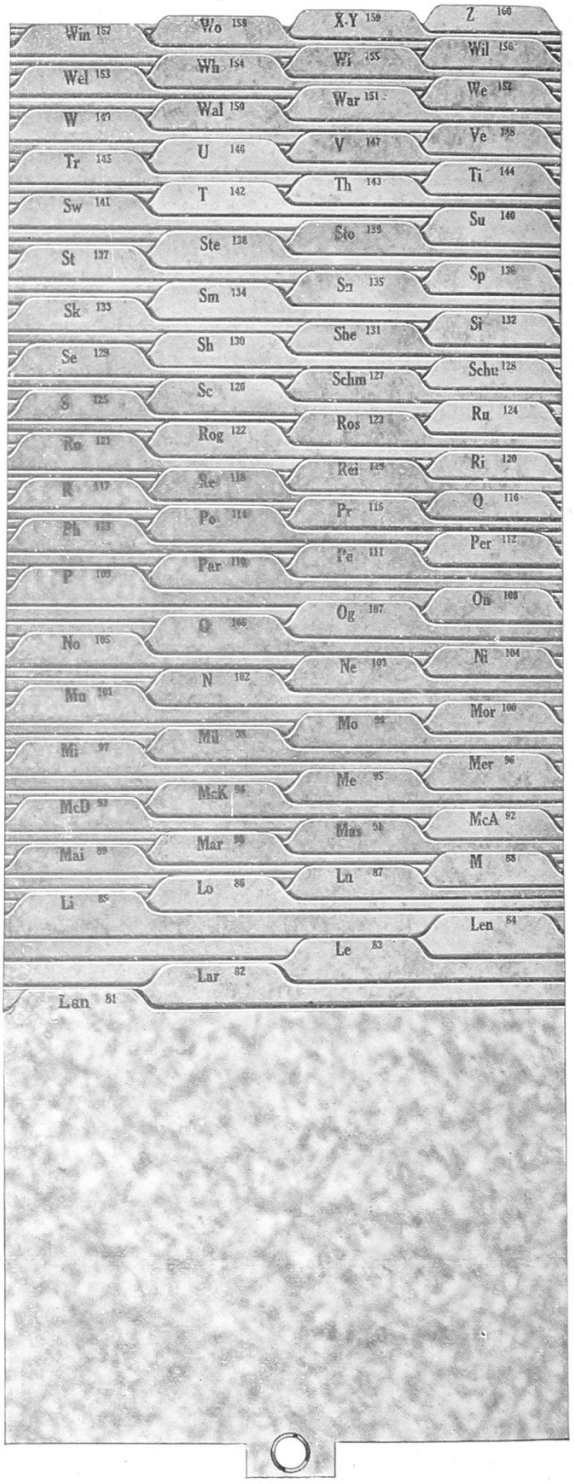
80 A-Z

Here 80 Guides are used with 80 subdivisions of the alphabet suitable for two 28" depth Globe-Wernicke files. The letter "A" is now subdivided on 3 guides while "B" is subdivided on 7 guides.

SEE PRICE LIST

VERTICAL GUIDES—GLOBE-WERNICKE ALHPABETICAL SUBDIVISIONS



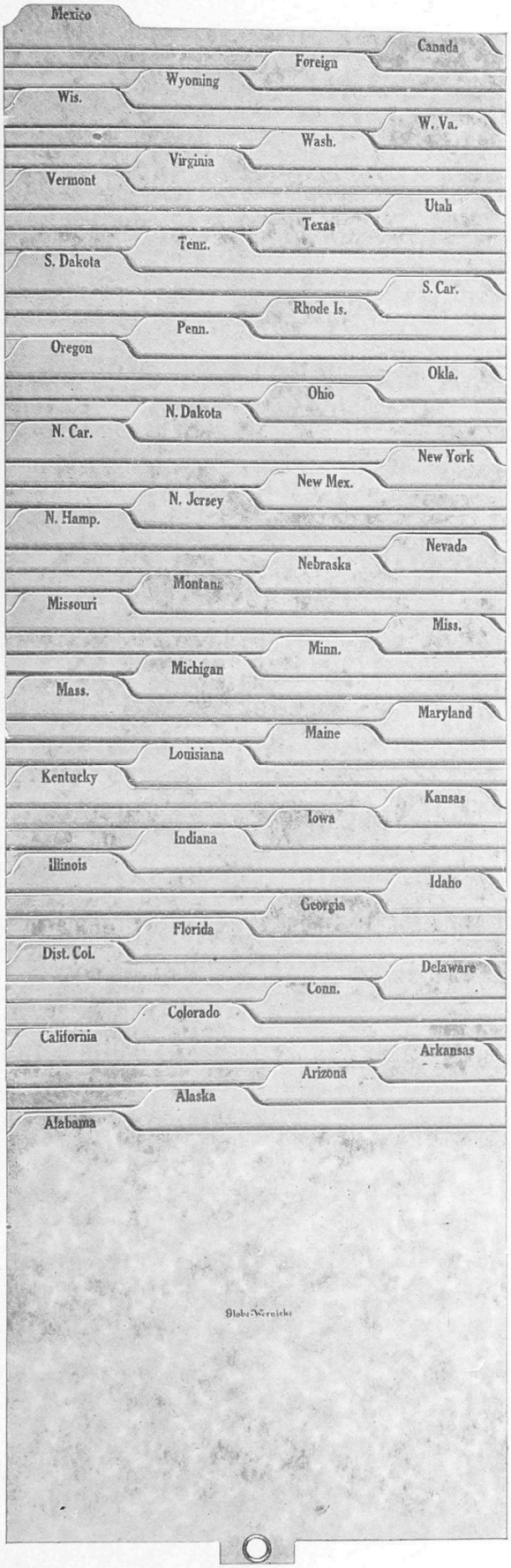


160 A-Z

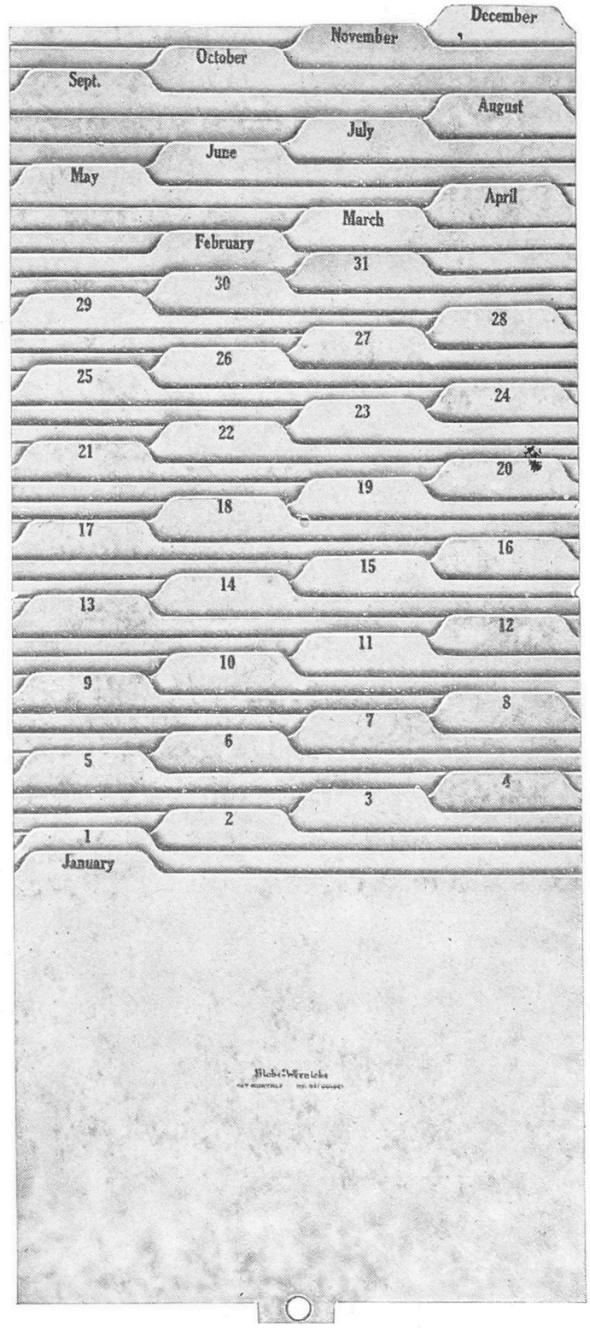
160 Guides having 160 subdivisions of the alphabet. The index becomes more speedy and accurate with the greater number of subdivisions. This particular set of the larger subdivisions is shown because it is suitable for a single four drawer upright as there are usually forty guides used in one drawer or 160 in four drawers.

SEE PRICE LIST

GLOBE-WERNICKE VERTICAL GUIDES



A Set of State Guides (53)



MONTHLY GUIDES (12) and DAILY GUIDES (31)

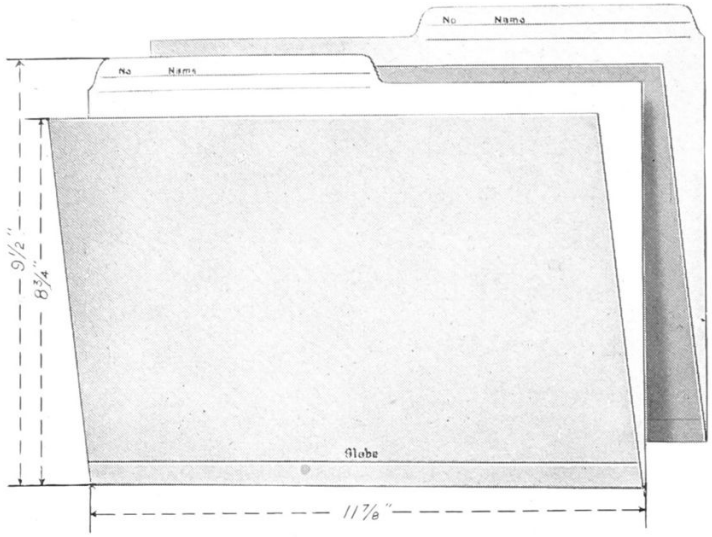
This illustration shows how the Monthly Sets and the Daily Sets may be combined when used for Follow-up and Tickler Systems. The correspondence can then be placed in back of the date set for following up. When a cross index is needed to locate the correspondence in case an answer is received in the meanwhile, it is customary to use a small 3x5 Alphabetical Outfit.

When filing Geographical ... habetical Guides may be used if needed ... te Guide. See Globe-Wernicke booklet "Filing ... ing".

SEE PRICE LIST

VERTICAL FOLDERS—MANILA—RIGHT and LEFT TAB

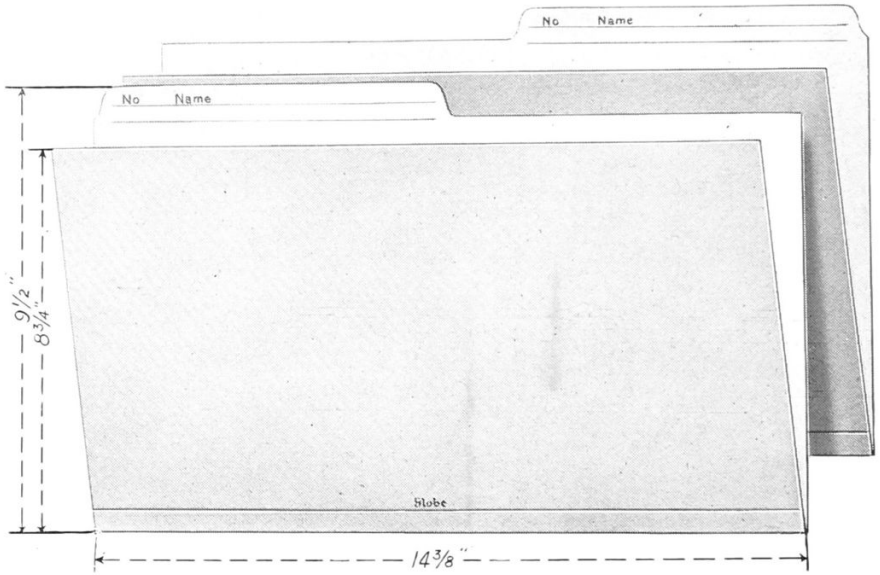
These Folders are made of high quality Manila Index Board



LETTER SIZE

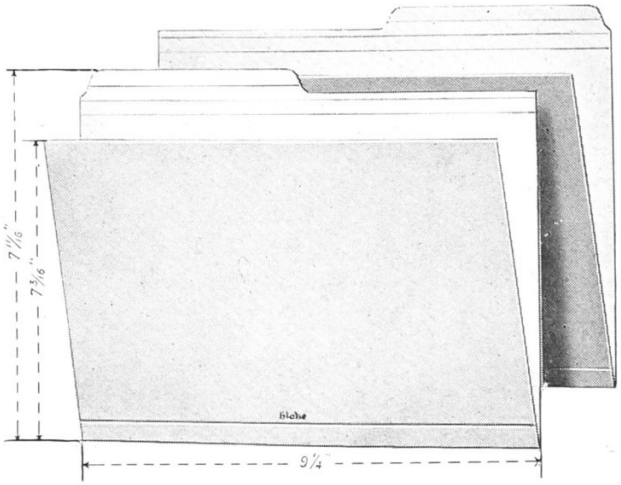
No. 321 MEDIUM Weight Manila.
No. 321½ HEAVY Weight Manila.
No. 331 EXTRA HEAVY Weight Manila.

No. 371 Red – an all red folder medium weight.
No. 371 Blue - an all blue folder medium weight



CAP or LEGAL SIZE

No. 322 MEDIUM Weight Manila.
No. 322½ HEAVY Weight Manila.
No. 332 EXTRA HEAVY Weight Manila.



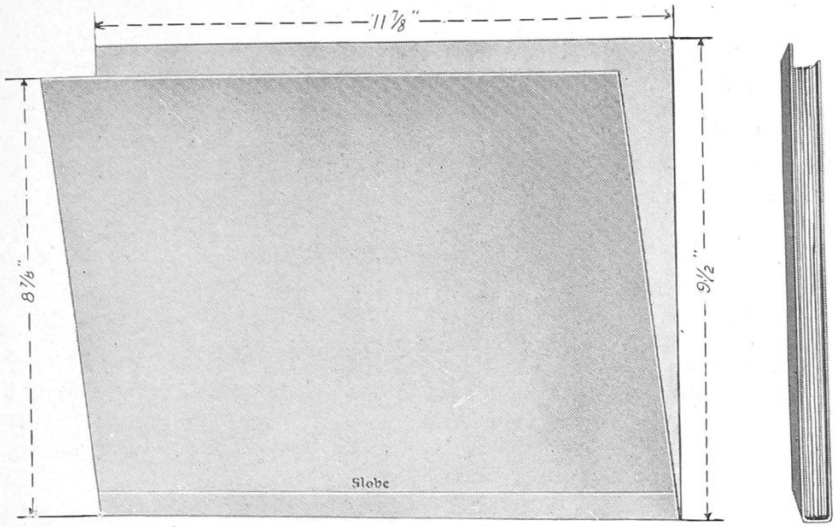
BILL SIZE

No. 320 MEDIUM Weight Manila.
No. 320½ HEAVY Weight Manila.
No. 330 EXTRA HEAVY Weight Manila.

NOTE:—Folders are furnished only in unbroken packages, half with right hand tabs and half with left hand tabs.
How Packed:—All folders are put up in labeled packages of 100.

SEE PRICE LIST

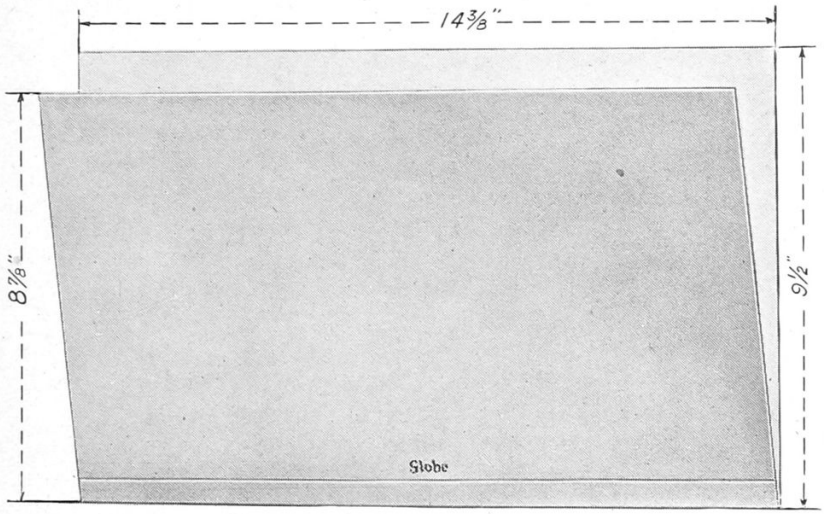
VERTICAL FOLDERS—MANILA—STRAIGHT EDGE



LETTER SIZE

No. 451 Medium weight manila
" 451½ Heavy weight manila
" 461 Extra Heavy weight manila.

Notice that all Globe-Wernicke Manila Folders are scored to allow for expansion as the folder fills. This is illustrated by the END VIEW of folder.

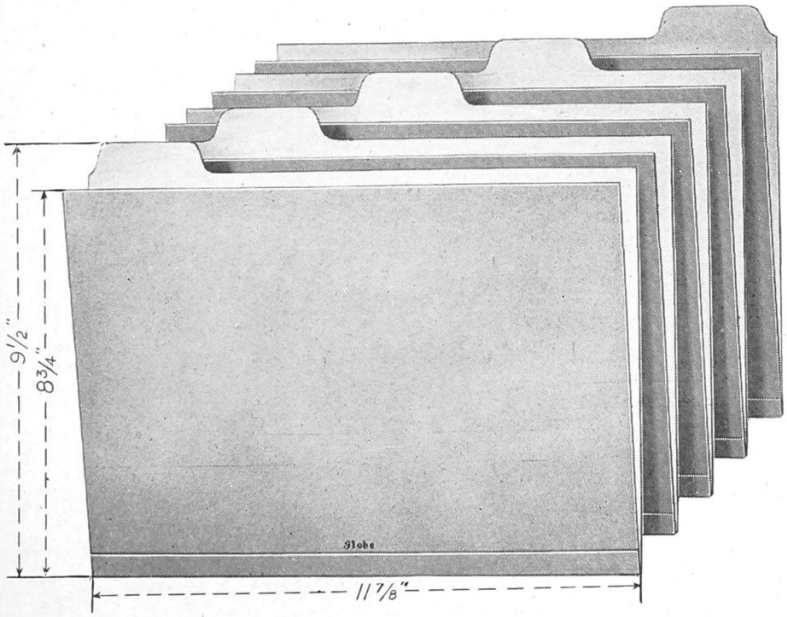


CAP SIZE

No. 452 Medium weight manila
" 452½ Heavy weight manila
" 462 Extra Heavy weight manila

Notice scoring at bottom to allow for expansion as folder fills.

VERTICAL FOLDERS—MANILA—FIVE TABS DISTRIBUTED



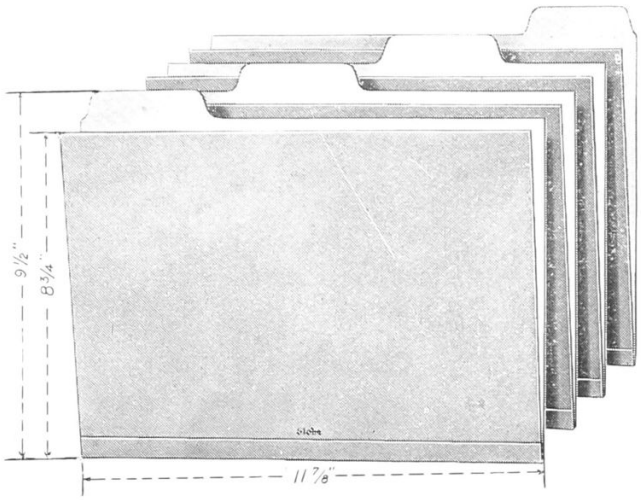
LETTER SIZE ONLY

No. 325½ Heavy weight manila
" 335 Extra Heavy weight manila

Notice scoring at bottom to allow for expansion as folder fiills.

SEE PRICE LIST

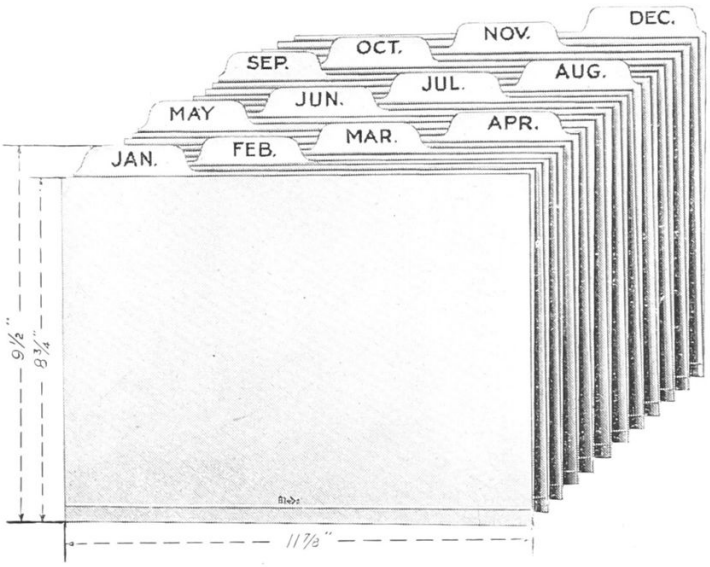
VERTICAL FOLDERS—MANILA—FOUR TAB DISTRIBUTED
The Tabs On Folders Shown On This Page Are RED
ALL LETTER SIZE



BLANK RED TABS

No. "341 Blank"
Extra Heavy Weight

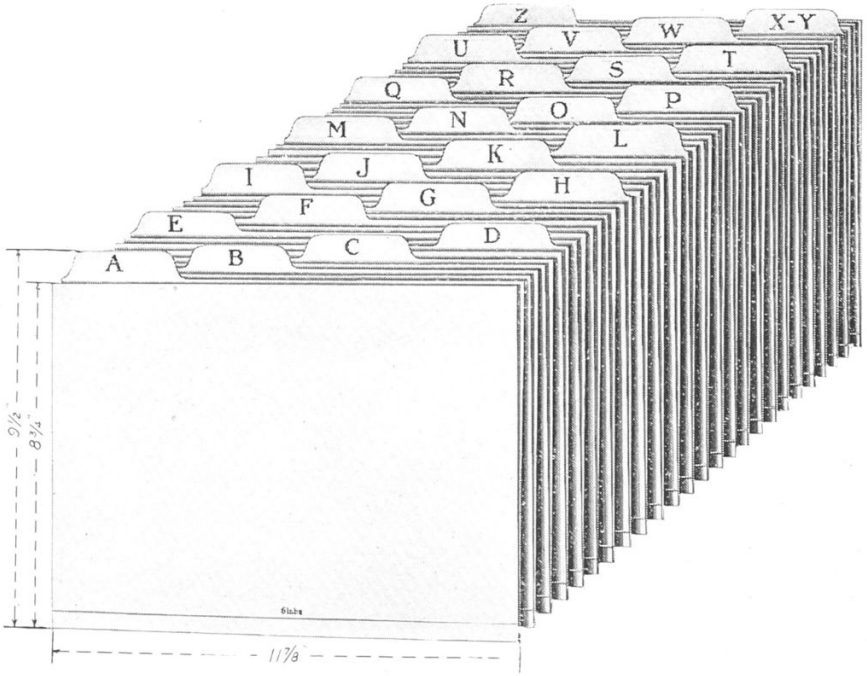
Notice that besides the regular scoring at bottom of folder there is an extra scored line just below the word "Globe." As the folder fills with papers that part of it between the two scored lines forms a bottom and allows the necessary expansion.



MONTHLY TABS

No. "341 Months"

Notice all folders have an extra scored line for bottom expansion.



ALPHABETICAL TABS

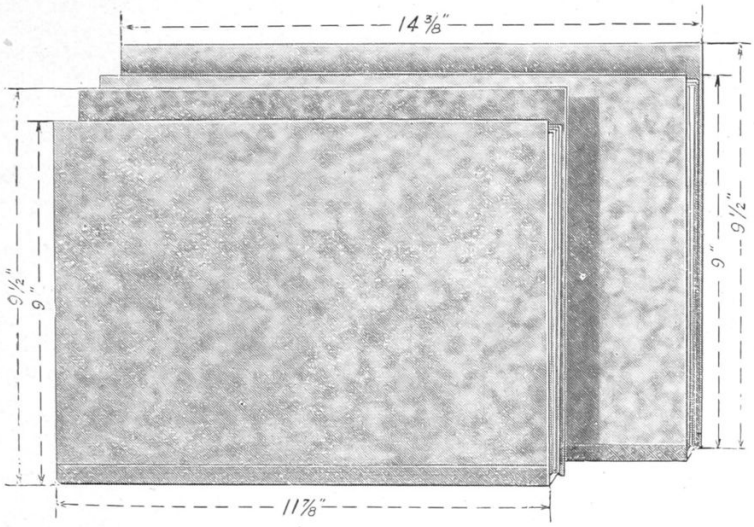
No. "341 - 25 A-Z"
" "341 - 40 A-Z"
" "341 - 60 A-Z"
" "341 - 80 A-Z"
" "341—120 A-Z"
" "341—160 A-Z"
" "341 - 240 A-Z"
" "341—320 A-Z"
" "341 480 A-Z"
" "341 - 720 A-Z"

Larger sets also supplied.

The red tabs make a strong contrast with other folders or guides.

SEE PRICE LIST

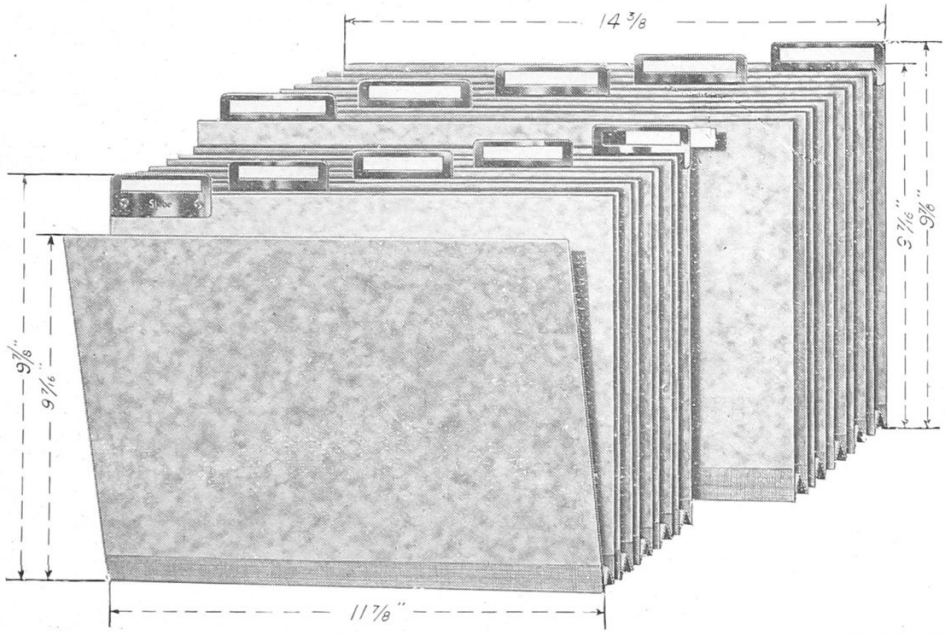
VERTICAL FOLDERS—PRESSBOARD
Straight Edge—No Tabs—One Inch Bottom Gusset



No. 615—Letter Size

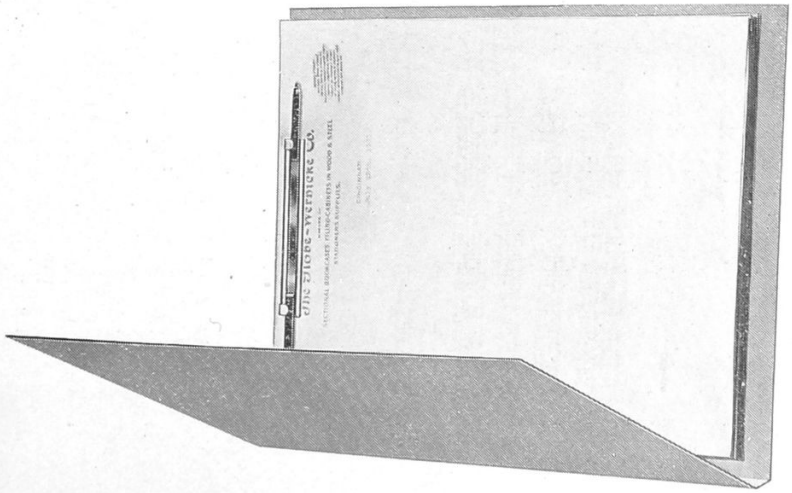
" 616 - Cap or Legal Size

Five Tab Pressboard Folders With One Inch Bottom Gusset



No 617—Letter Size

" 618—Cap or Legal Size

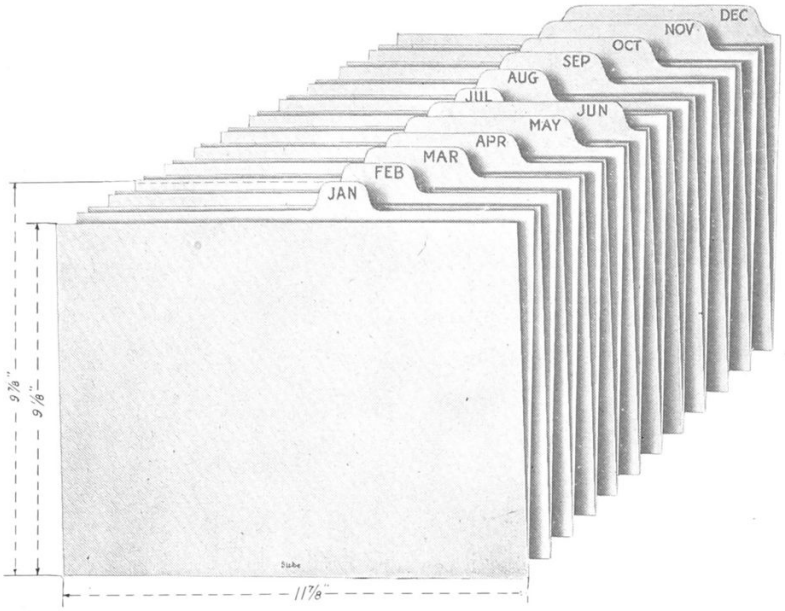


NEW STYLE TANG FOLDER

Manila With Straight Edge
Letter Size No. 3463
Cap Size No. 3464

Heavy Pressboard With Straight Edge
Letter Size No. 3615
Cap Size No. 3616

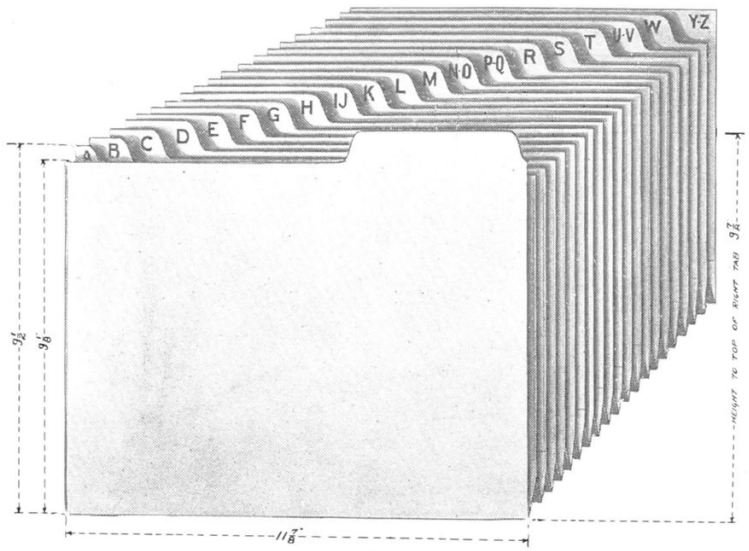
SEE PRICE LIST



MONTHLY FOLDERS

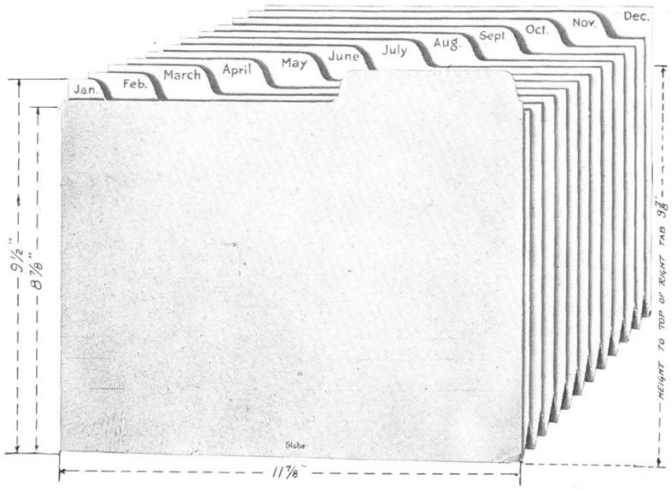
Twelve Folders to a Set

No. 12351 LETTER SIZE, Heavy Weight Manila.
No. 12352 CAP SIZE, " " "



ALPHABETICAL BELLOWS FOLDERS

No. 671 A-Z LETTER SIZE, Heavy Weight Manila.
No. 672 A-Z CAP SIZE " " "



MONTHLY BELLOWS FOLDERS

No. 351 LETTER SIZE, Heavy Weight Manila.
No. 352 CAP SIZE " " "

No. 361 VOWELS—Letter Size Only, Heavy Weight Manila.

SEE PRICE LIST

BLANK

CARD INDEX RECORD CARDS Stock sizes 3x5 inches (No. 35), 4x6 inches (No. 46), 5x8 inches (No. 58.)

No. 1—ALL LINEN GRADE

All Linen Ledger stock, high grade, with excellent writing and erasing qualities and great strength, for permanent records There are three weights in White, Buff, Blue and Salmon, and in Light weight we also supply Green, Gray and Cherry.

No. 1 All Linen Grade	Blank Cards carried in stock for immediate shipment	Colors carried in stock, for immediate shipment Horizontal Ruling, see opposite page
3x5		
1351 Light Weight.....	White, Buff, Blue, Salmon	White, Buff, Blue, Salmon
1352 Medium Weight.....	White, Buff	White, Buff,
1353 Heavy Weight	White	White
4x6		
1461 Light Weight.....	White, Buff, Blue, Salmon	White, Buff
1462 Medium Weight....	White	White
1463 Heavy Weight	White	White
5x8		
1581 Light Weight	White, Buff	White, Buff
1582 Medium Weight.....	White	White
1583 Heavy Weight	White	White

No. 2 STANDARD GRADE

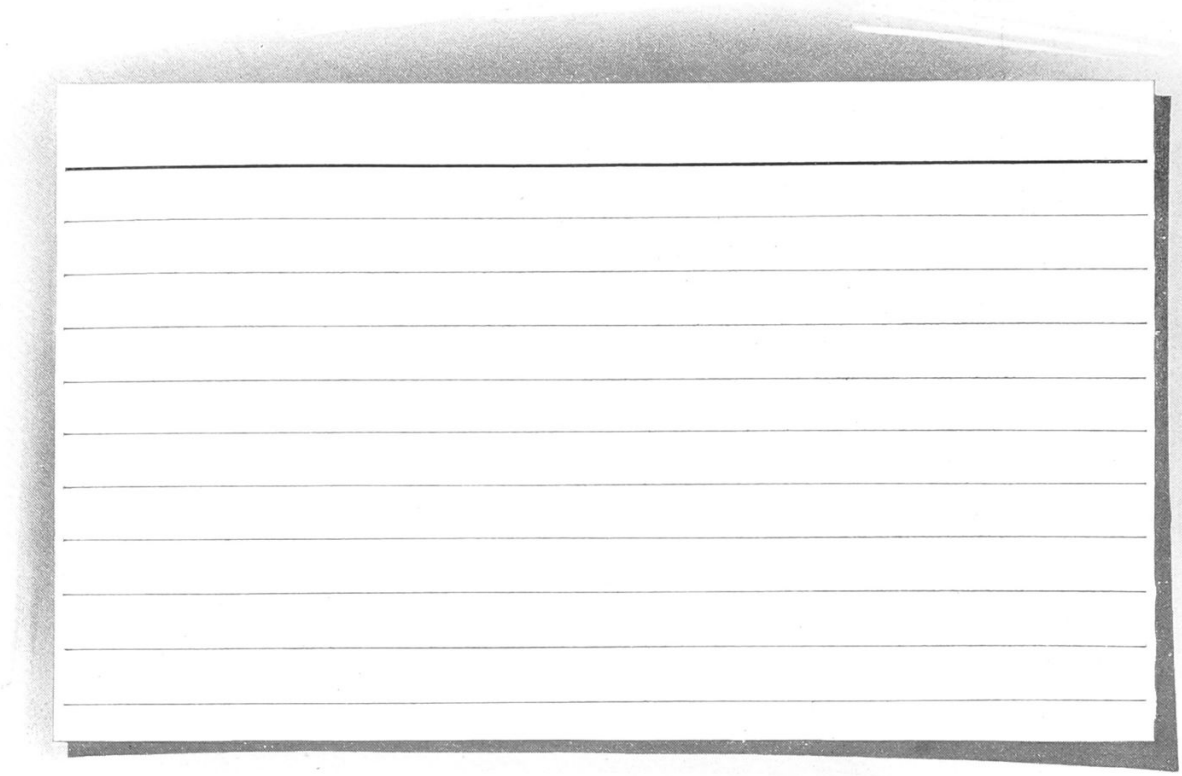
No. 2 Standard Grade	Blank Cards carried in stock for immediate shipment	Colors ca ried in stock, for immediate shipment Horizontal Ruling, see opposite page
3x5		
2351 Light Weight.....	White, Buff, Blue, Salmon	White, Buff, Blue, Salmon
2352 Medium Weight.....	White, Buff, Blue	White, Buff, Blue
2353 Heavy Weight	White, Buff	White
4x6		
2461 Light Weight.....	White, Buff, Blue, Salmon	White, Buff, Blue, Salmon
2462 Medium Weight....	White, Buff	White, Buff
2463 Heavy Weight	White, Buff	White
5x8		
2581 Light Weight...	White, Buff	White, Buff,
2582 Medium Weight.....	White, Buff	White
2583 Heavy Weight	White	White

No. 4 INDEX BRISTOL STOCK FOR TEMPORARY RECORDS—WHITE ONLY

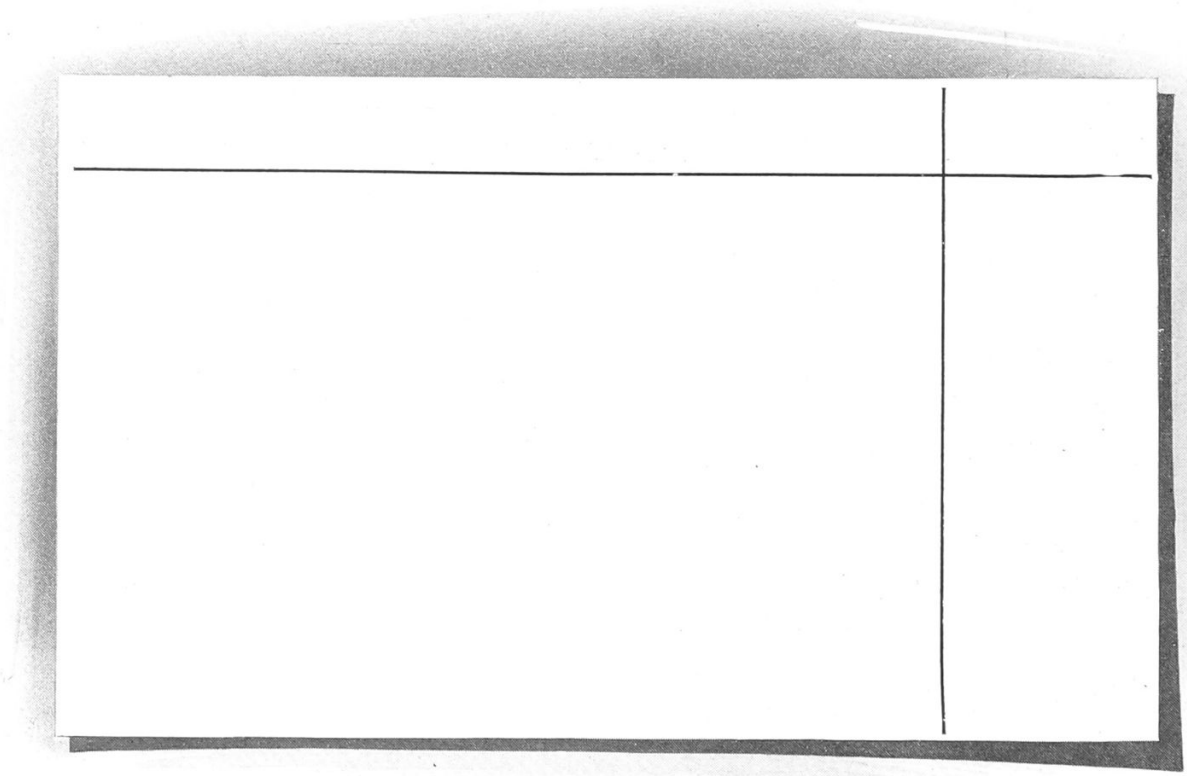
	3x5	4x6	5x8
:ontal Ruling, see following page	4351	4461	4581
Iorizontal Ruling, see following page..	4352	4462	4582

d. when so ordered, with any perforation shown on page 100.

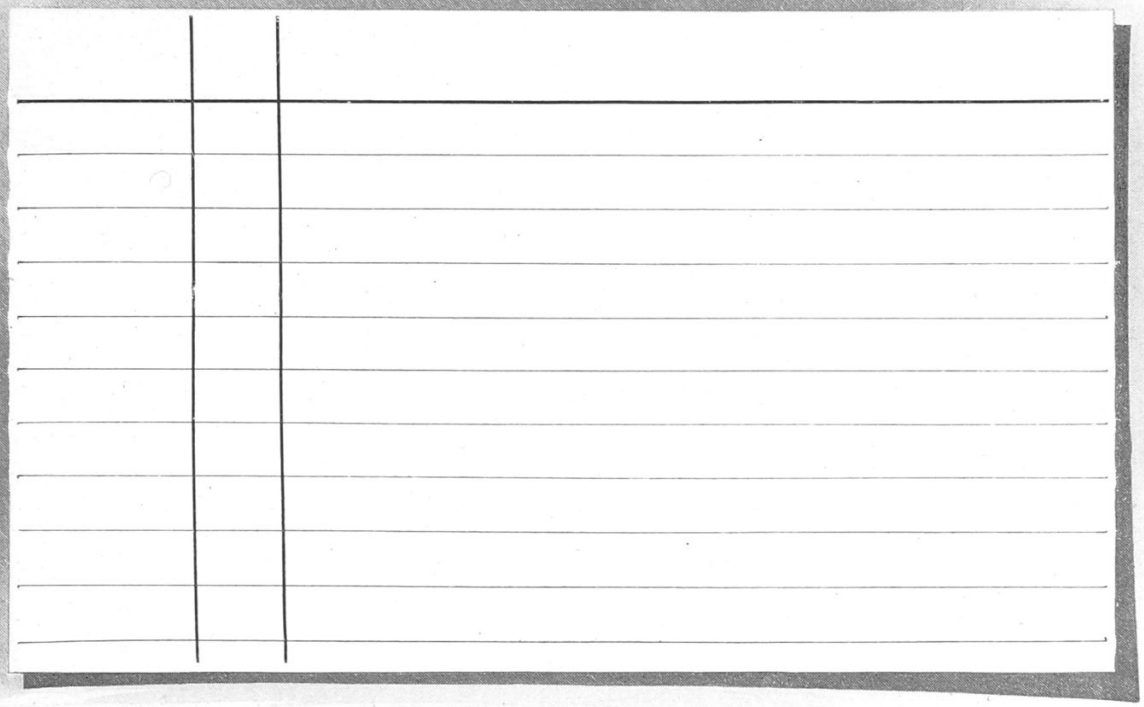
SEE PRICE LIST



HORIZONTAL RULING 1-S
For Sizes, Weights, Grades and Colors See Preceding page.



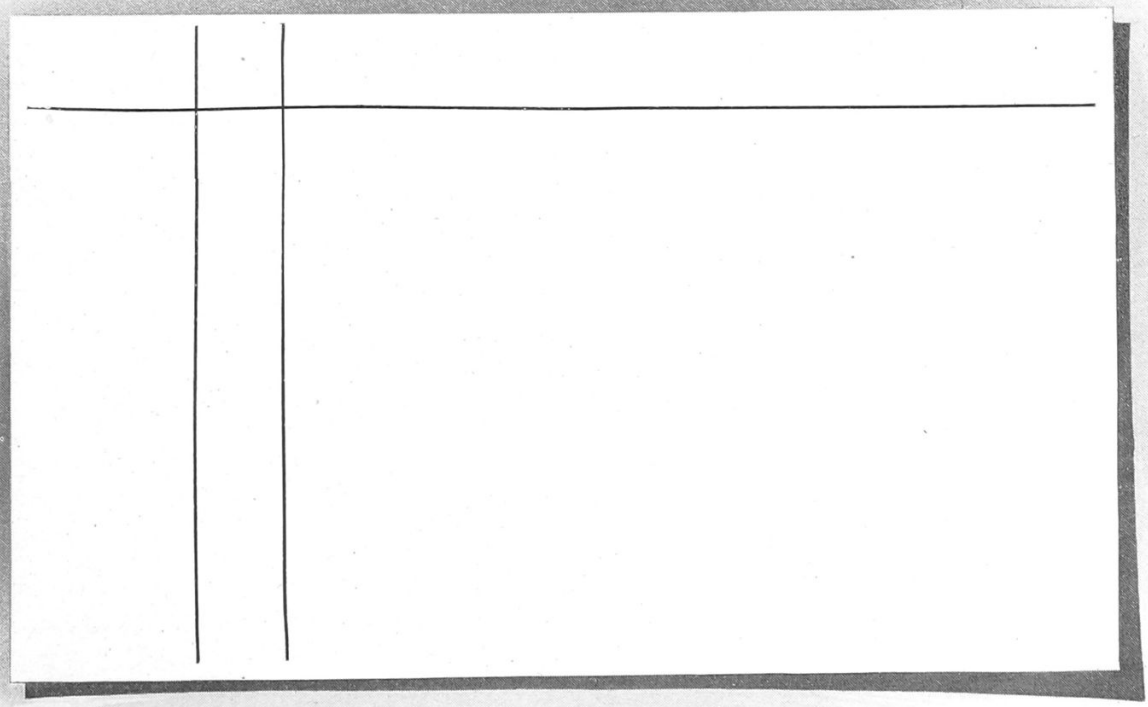
TYPEWRITER CORRESPONDENCE INDEX RULING 02 S
3 x 5 Size, White only
Grade 1351
SEE PRICE LIST.



LIBRARY INDEX RULING 2-S

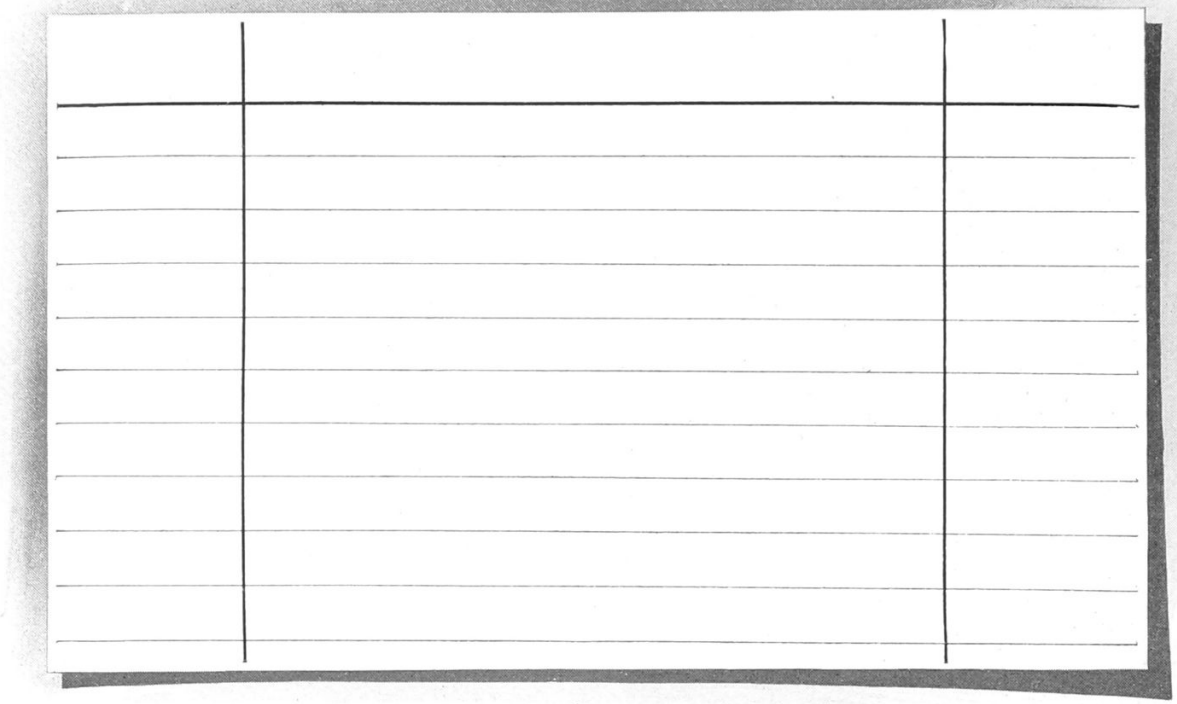
Carried in stock in White.
Other Colors to order promptly.

3x5	4x6	5x8
Grade	Grade	Grade
2351	1461	1581
2352	.....	.....
1352	.....	.....



'RITER LIBRARY INDEX RULING 0-S
3x5 Size, White only.
ade 1351 Grade 1352
SEE PRICE LIST

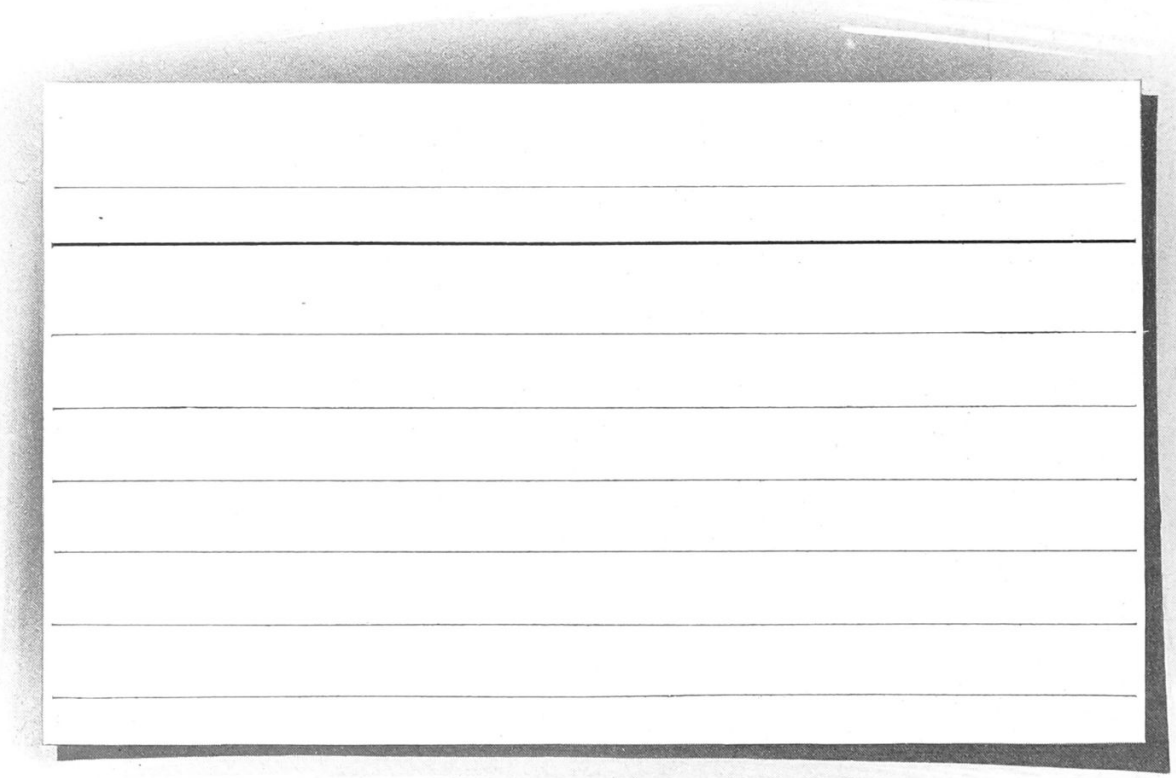
STOCK RULED RECORD CARDS



RECORD RULING 3-S

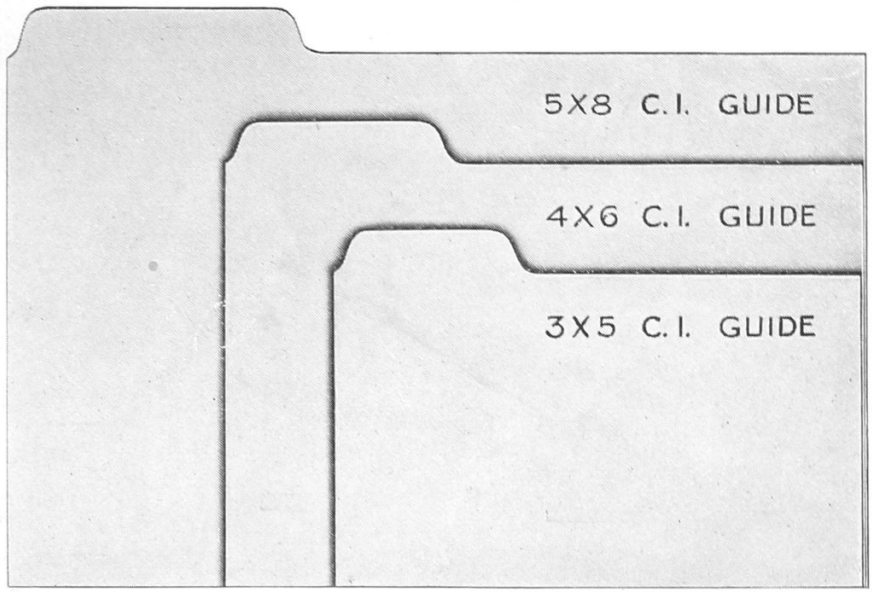
3x5 White and Buff; 4x6 and 5x8 White only.
Other colors to order.

3x5 Grade	4x6 Grade	5x8 Grade
2351	2461	.....
2352	2462	.....
1351	1461	1581
1353	.....	.....



SIGNATURE RULING C[illegible]
3x5 Size, White only
Grade 1351 Gr[illegible]
SEE PRICE LIST

CARD INDEX GUIDES



SIZES:—Guide Cards are cut for 3x5, 4x6, and 5x8 inch cards, the tabs extending $\frac{5}{16}$ of an inch above the upper edge. Unless otherwise specified, we send 3x5 inch Guides.

GRADES:—Card Index Guides either BLANK or INDEXED are furnished in THREE GRADES, viz.:—

——STANDARD GRADE HEAVYWEIGHT——

Made for hard wear and long service, double ply, extra heavy linen ledger and extra fine writing surface. Thickness, 20 inches to the thousand.

——STANDARD GRADE MEDIUM WEIGHT——

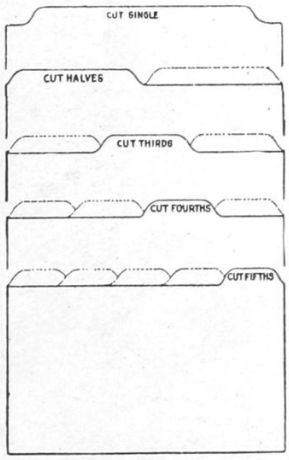
Same as Heavy Weight but one ply. Thickness 15 inches to the thousand.

——COMMERCIAL GRADE——

Medium grade, a strong, stiff texture. Thickness, 19 inches to the thousand.

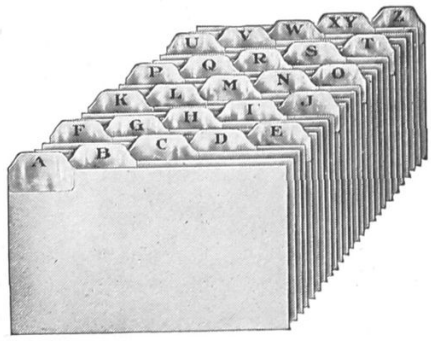
Unless otherwise specified, we send Standard Grade Heavy-Weight.

COLORS:—Standard Grade Heavy-Weight BLUE, BUFF, SALMON
Standard Grade Medium Weight BLUE, BUFF, SALMON,
Commercial Grade—BLUE, BUFF, SALMON



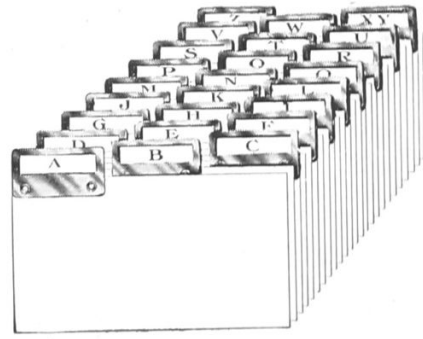
The tabs are cut single, halves, thirds, fourths and fifths

Unless otherwise specified, we send Guides, distributed Thirds.



Alphabetical Guides with Celluloid Tabs.

Celluloid Tabs are supplied only in the Standard Grade Heavy Weight and in Buff Color. The Celluloid protects the printed index, keeps the tab bright and clean and prevents splitting. Celluloid Tabs with dead writing surface supplied on special order.



Alphabetical Guides with metal label holders.

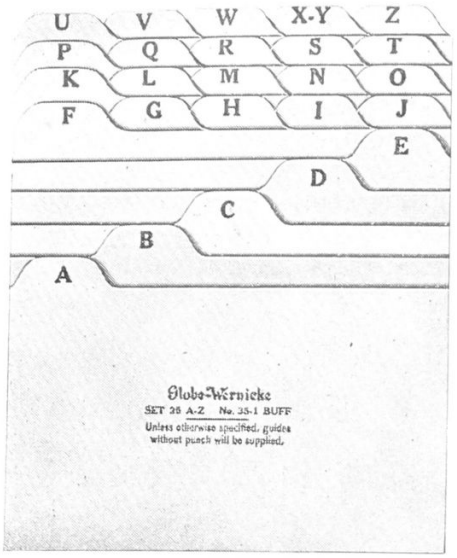
Metal Tabs supplied only on Standard Grade Heavy-Weight and in Buff Color. Polished metal is used which will not corrode.

Metal Tabs add to the rigidity and permanence of the guides. Fitted with white labels, which can be renewed as frequently as desired. Sets of printed slips furnished in envelopes when ordered with Guides. When colors are wanted colored celluloid inserts the size of the white labels are supplied. These are placed before the white labels in the metal holder.

SEE PRICE LIST

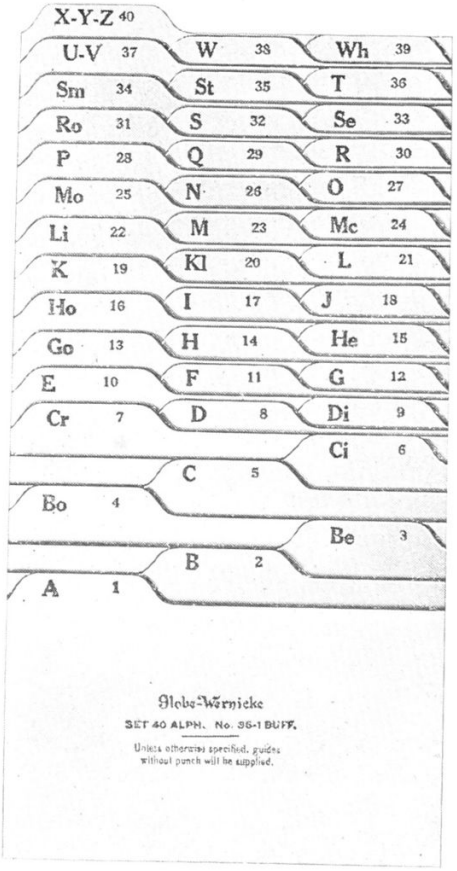
CARD INDEX GUIDES

Alphabetical Guides Are Carried in Stock in BUFF, other Colors to order.



25 A-Z

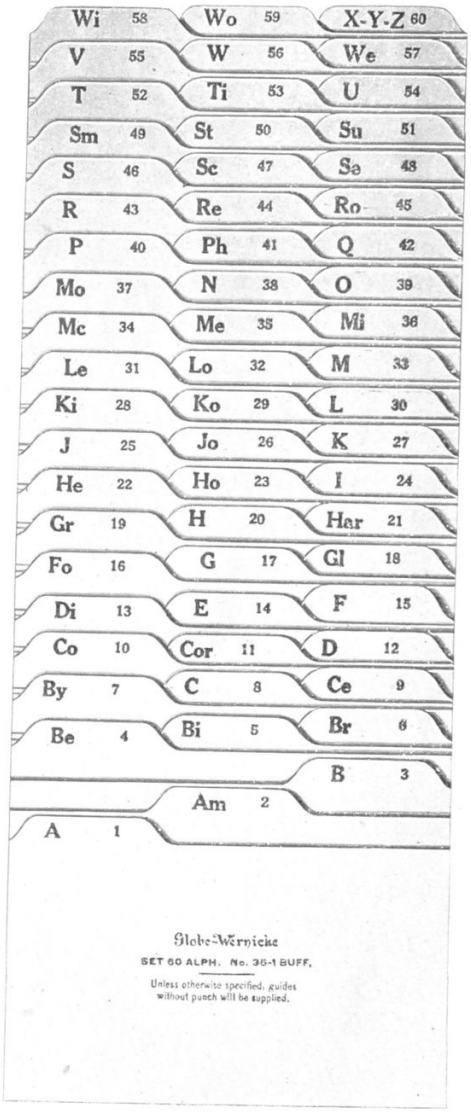
25 Subdivisions of Alphabet on Card Index Guides. Note the tabs are distributed "fifths" across width of guide.



40 A-Z

40 Subdivision of Alphabet on C. I. Guides.

Note the tabs on 40 subdivisions and over are distributed "thirds."

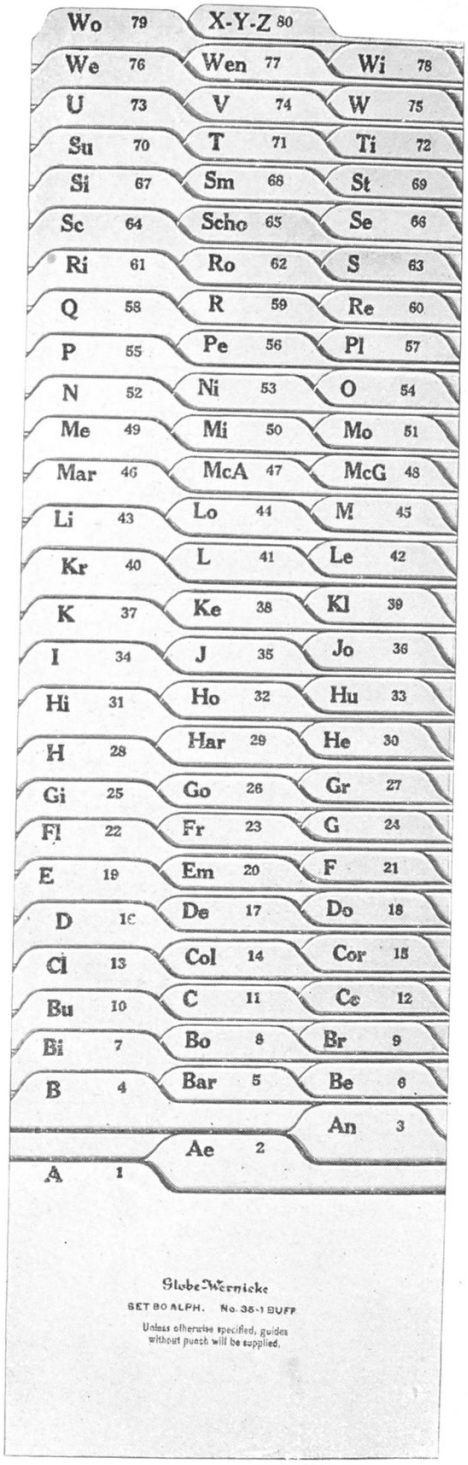


60 A-Z

60 Subdivisions of Alphabet on C. I. Guides. Tabs distributed "thirds"

Notice the guides are numbered consecutively in the case of 40 subdivisions and over. This is valuable in many ways especially when refiling cards.

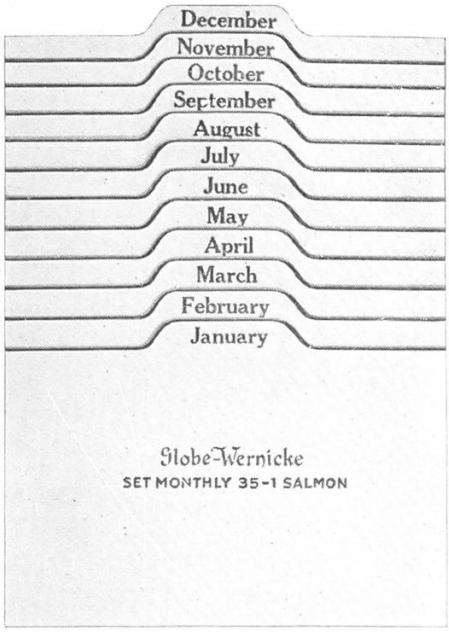
The subdivisions of the alphabet were arrived at scientifically so that an equal number of cards will alphabetically be filed between each two guides.



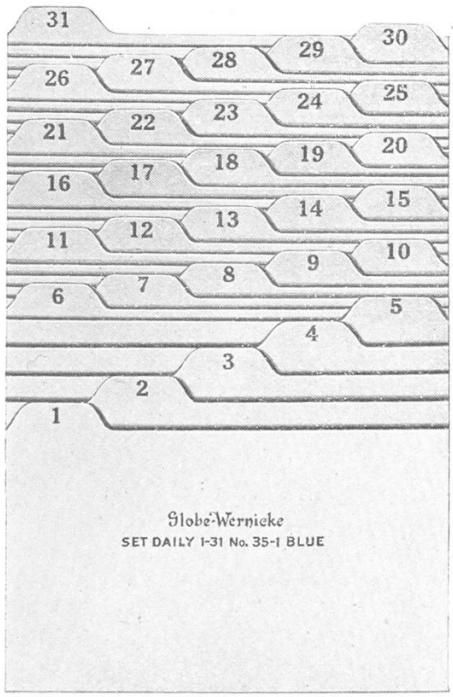
80 A-Z

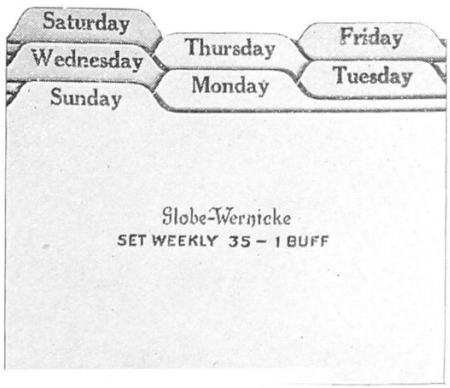
80 Subdivisions of Alphabet on C. I. Guides. Tabs distributed "thirds."

GUIDES FOR RECORD CARDS

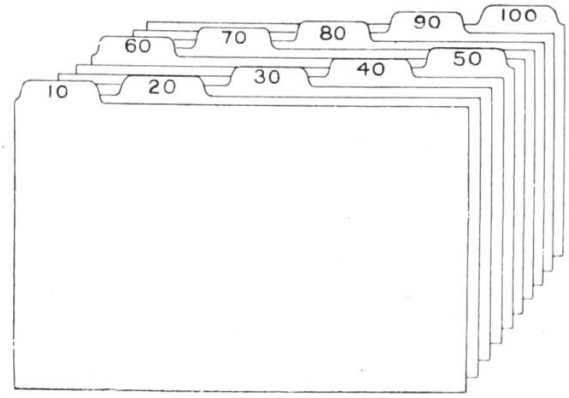


Card index guides indexed by months are used mostly is Follow-up systems in connection with daily guides shown below.





ite, weekly guides



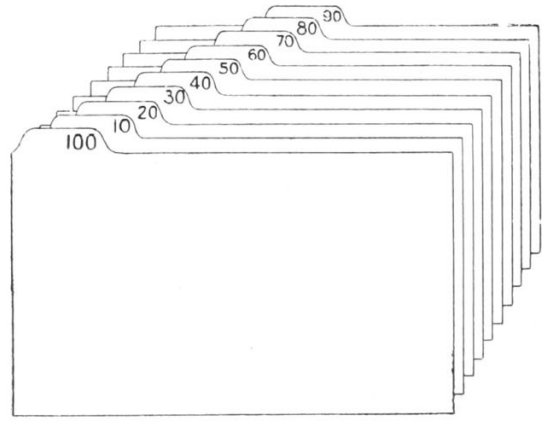
NUMERICAL GUIDES

Numerical Guides are not carried in stock, but furnished promptly to order.

They are numbered in intervals of 10, from 10 up.

This illustration shows the kind of Guide that will be supplied in the absence of other instructions—that is, cut fifths, salmon color, no punch.

If punch is desired, specify style of perforation, see diagram, page 100.



A Set of 5x8 Numerical Ledger Guides

NUMERICAL LEDGER GUIDES

Tabbed Left of Center

These guides are used extensively with ledger cards having decimal tabs.

Nine Guides in salmon (10-90), with end Guide in blue, compose a set.

Made only in No. 1 Grade—no punch.

If punch is desired, specify style of perforation, see diagram, page 100.

TOWN AND COUNTY GUIDES

	500 & over	1000 & over	2000 & over	5000 & over	10000 & over	25000 & over	50000 & over	County
Alabama	236	117	58	20	10	3	2	67
Arizona	62	36	24	10	2	1	0	14
Arkansas	186	100	58	14	5	2	1	75
California	371	222	131	51	25	12	7	58
Colorado	130	70	34	11	6	3	1	63
Connecticut	249	168	103	52	31	10	5	8
Delaware	28	13	8	1	1	1	1	3
Dist. of Col.	9	4	3	2	2	1	1	—
Florida	150	83	43	17	6	4	2	54
Georgia	269	151	78	26	12	5	4	160
Idaho	90	45	24	9	2	0	0	44
Illinois	709	417	216	91	44	17	5	102
Indiana	387	201	107	53	31	12	6	92
Iowa	448	213	103	36	18	7	3	99
Kansas	298	149	79	27	17	3	3	105
Kentucky	220	119	64	24	8	4	2	120
Louisiana	176	87	45	13	6	2	1	64
Maine	378	190	72	24	9	3	1	16
Maryland	110	59	27	8	5	3	1	24
Massachusetts	445	335	223	118	67	27	13	14
Michigan	383	222	116	61	29	15	5	83
Minnesota	313	165	81	27	11	3	3	86
Mississippi	179	88	43	17	9	0	0	82
Missouri	370	192	92	30	13	5	3	115
Montana	87	48	23	12	6	1	0	53
Nebraska	229	112	44	14	5	2	2	93
Nevada	26	15	6	1	1	0	0	17
North Carolina	238	144	66	29	15	4	0	100
North Dakota	104	40	13	6	3	0	0	53
New Hampshire	197	101	41	14	8	2	1	10
New Jersey	369	240	159	80	40	21	11	21
New Mexico	116	48	22	6	1	0	0	29
New York	686	378	214	90	58	22	11	62
Ohio	568	308	173	93	50	21	9	88
Oklahoma	273	161	88	28	12	3	2	77
Oregon	102	54	27	12	4	1	1	36
Pennsylvania	1151	679	408	172	78	20	13	67
Rhode Island	82	59	36	20	11	5	2	5
South Carolina	146	95	47	14	6	2	1	46
South Dakota	133	54	19	8	2	1	0	72
Tennessee	197	100	58	14	6	4	4	96
Texas	663	359	168	60	30	10	5	252
Utah	126	61	27	5	3	2	1	29
Vermont	216	101	30	9	3	0	0	14
Virginia	156	98	50	20	11	7	4	117
Washington	180	86	42	18	10	5	3	39
West Virginia	238	119	53	16	10	4	2	55
Wisconsin	373	179	97	41	21	9	2	71
Wyoming	45	31	15	5	2	0	0	22
Alaska	19	7	3	0	0	0	0	4

STATE and County Guides are furnished for all States and Counties in the United States.

City Guides are furnished for all cities in the United States of 500 population or over.

The number of Town Guides to a state or province, computed according to the latest authentic census reports, is tabulated above.

State Guides are cut thirds, center position only.

City and County Guides are cut thirds, first and third positions only.

Color—State Guides, Blue.

Color—City and County Guides, Buff.

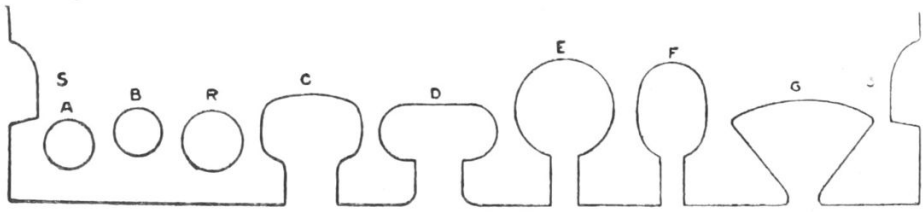
These Guides are furnished *no punch* unless otherwise specified.

If punch is desired, specify style of perforation as per diagram below.

Other grades and colors to order only.

CARD PERFORATIONS

Cards of all kinds will be supplied when so ordered with any of the perforations shown below, extra charge per 1000, see Price List.



SEE PRICE LIST

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Globe-Wernicke
BUILT TO ENDURE
STATIONERS' GOODS
and
SUPPLIES FOR FILES